



USER MANUAL

FOR SUBMISSION PORTAL

Version: 1.0
Date: 27 January 2026

Change Log

Version	Date Updated	Remarks
1.0	27 January 2026	First Release

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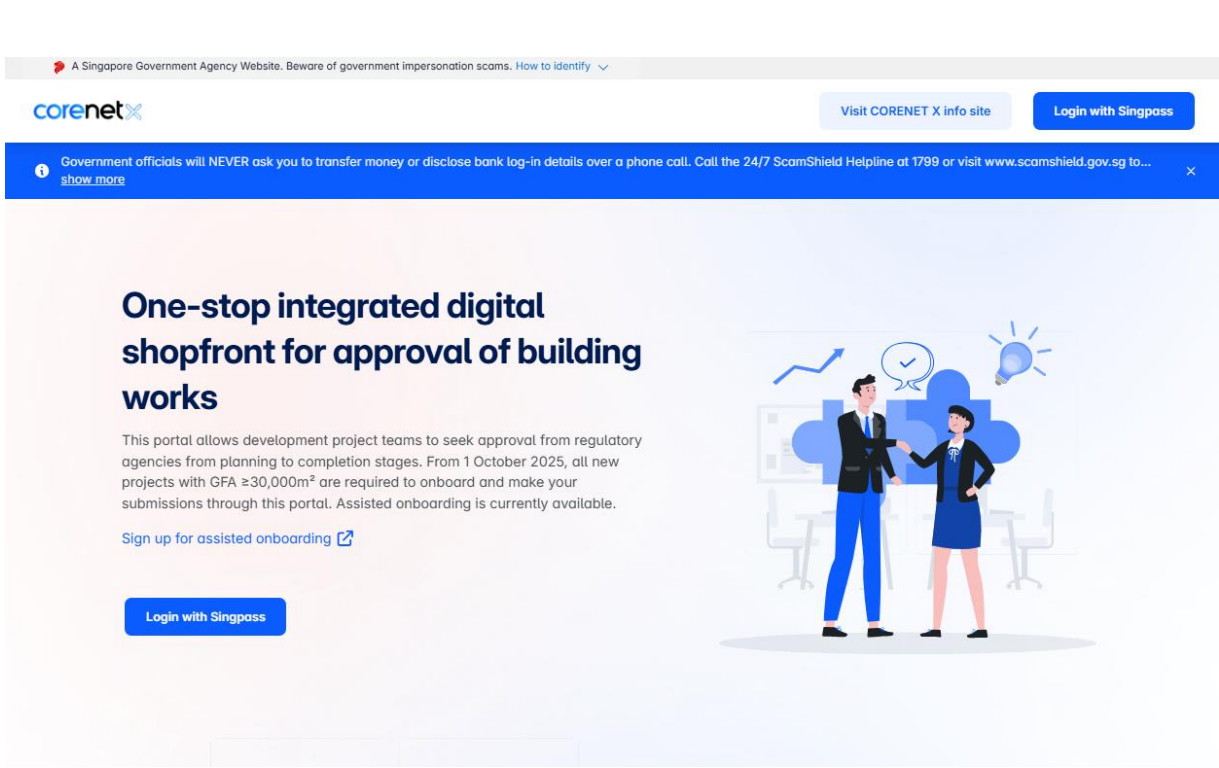
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1. Getting Started

1.1 What is the CORENET X Submission Portal?



A Singapore Government Agency Website. Beware of government impersonation scams. [How to identify](#)

corenetX Visit CORENET X info site Login with Singpass

Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit www.scamshield.gov.sg to... [show more](#)

One-stop integrated digital shopfront for approval of building works

This portal allows development project teams to seek approval from regulatory agencies from planning to completion stages. From 1 October 2025, all new projects with GFA $\geq 30,000\text{m}^2$ are required to onboard and make your submissions through this portal. Assisted onboarding is currently available.

[Sign up for assisted onboarding](#)

Login with Singpass

- The Submission Portal will replace CORENET 2.0 as the platform to make submissions to agencies for approvals.
- The Submission Portal is a web-based front-facing portal that industry practitioners and their assistants interact with to make submissions.
- It is developed through agile methodology that progressively delivers new features and improvements to enhance the system.
- The system is designed with users at its core, intended for a guided submission process.

1.2 Prerequisites

Please check that you have fulfilled the following requirements in order to access the Submission Portal:

- You have a Singpass Account.
- **If you are a Business user representing an organisation (i.e., Developer, Consultant, Builder, etc.), you should log in using Singpass for Business (Corppass).** Your company's [Corppass administrator](#) will need to authorise you to access the e-service 'CORENET X Industry Portal' so that you may access the CORENET X Submission Portal. For more information on Corpass, please visit <https://www.corppass.gov.sg/portal>.

1.3 User Roles in the CORENET X Submission Portal

There are two key system roles in CORENET X – the Project Coordinator and the Submission Coordinator.

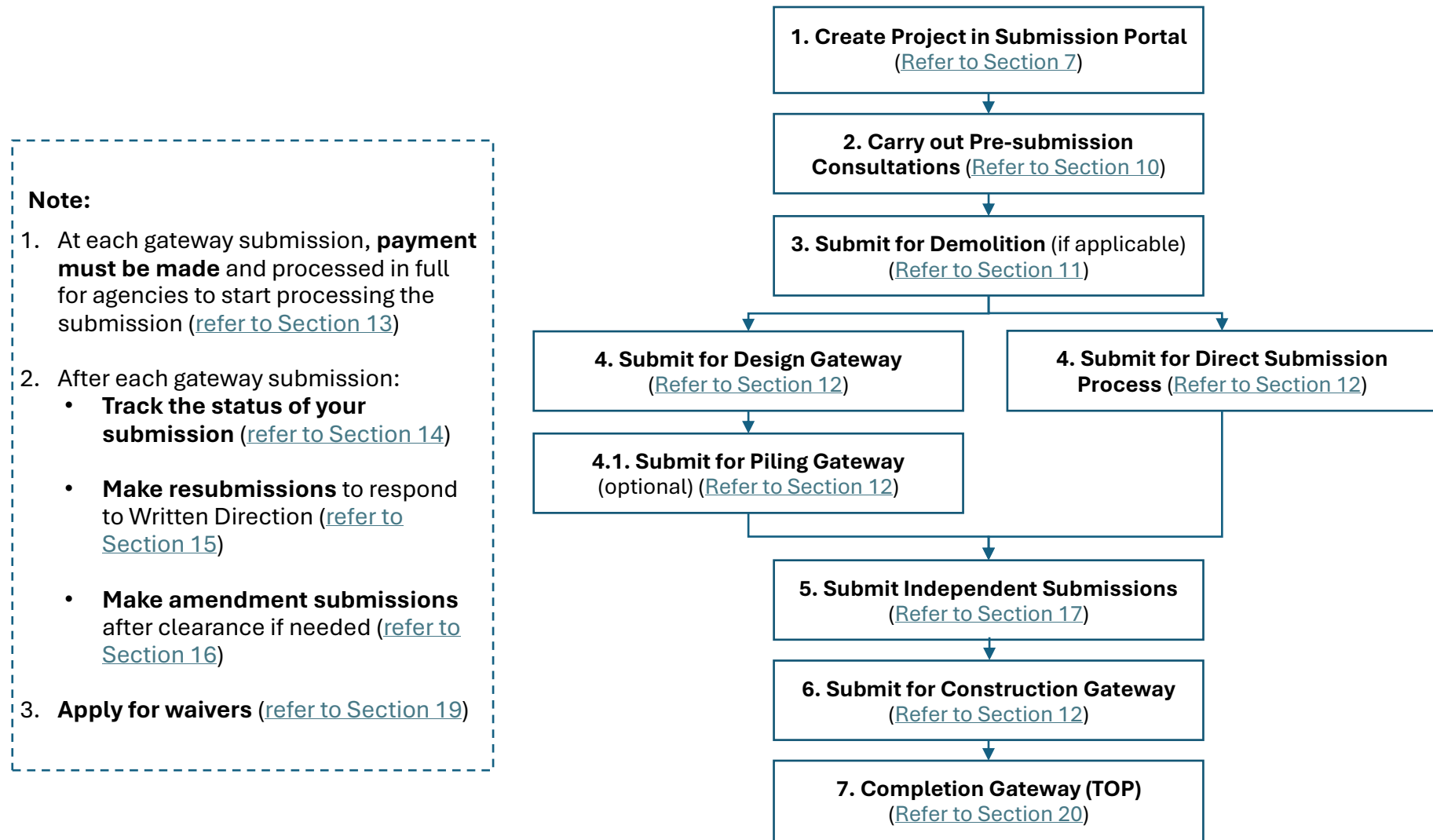
System Role	Description	Key Responsibilities
Project Coordinator	This role is usually assumed by the overall lead Qualified Person (QP)	<ul style="list-style-type: none"> Create the project in Submission Portal Add/remove project members
Submission Coordinator (for joint submissions only)	This role is assumed by the QP who initiates the joint submission.	<ul style="list-style-type: none"> Create joint submission, including selecting sections and schemes Assign project party to respective sections Initiate declaration for <u>joint submissions</u> (after all project parties have completed respective sections)

The project members who can be added by the Project Coordinator are listed below. They can also assign assistants who can perform their duties on their behalf.

- Developer (Organisation)
- Developer (Individual)
- Architect
- Professional Engineer (Chemical)
- Professional Engineer (Civil)
- Professional Engineer (Electrical)
- Professional Engineer (Mechanical)
- Fire Safety Engineer
- Registered Surveyor
- Accredited Checker
- Licensed Builder
- Licensed Specialist Builder
- Licensed Plumber
- Specialist Accredited Checker
- Specialist Professional Engineer (Lift and Escalator)
- Specialist Professional Engineer (Geotechnical)
- Registered Inspector (A)
- Registered Inspector (M&E)
- Resident Engineer (C&S)
- Resident Engineer (M&E)
- Resident Technical Officer (C&S)
- Resident Technical Officer (M&E)
- Transport Consultant
- Other member (viewing rights only)

1.4 Understanding the Submission Workflow

A typical Project Team's Submission Workflow is shown below. Please refer to the [Code of Practice](#) for more information.




2. Training Environment

2.1 What is the Training Environment?

corenetX | Training environment

Login



Welcome to the CORENET X training environment

This training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, without an actual project.

To proceed, please log in and register with an email address.

Login

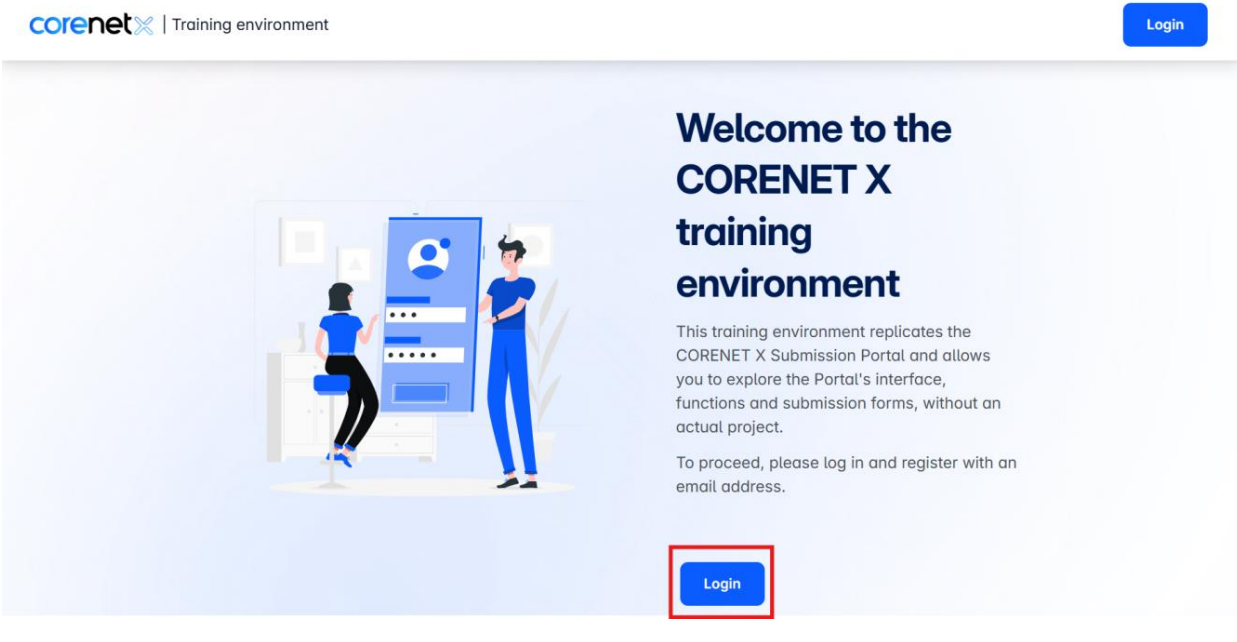
All users are strongly encouraged to try out the training environment before making a formal submission.


The training environment replicates the CORENET X Submission Portal and allows you to explore the Portal's interface, functions and submission forms, before you make a formal submission.

Everyone may access the training environment at <https://training.corenet.gov.sg/>. Click [here](#) to access our guide to the training environment.

Note:
Please note that the training environment is intended for function exploration and process familiarization, not for real project submissions. Some features may be unavailable.

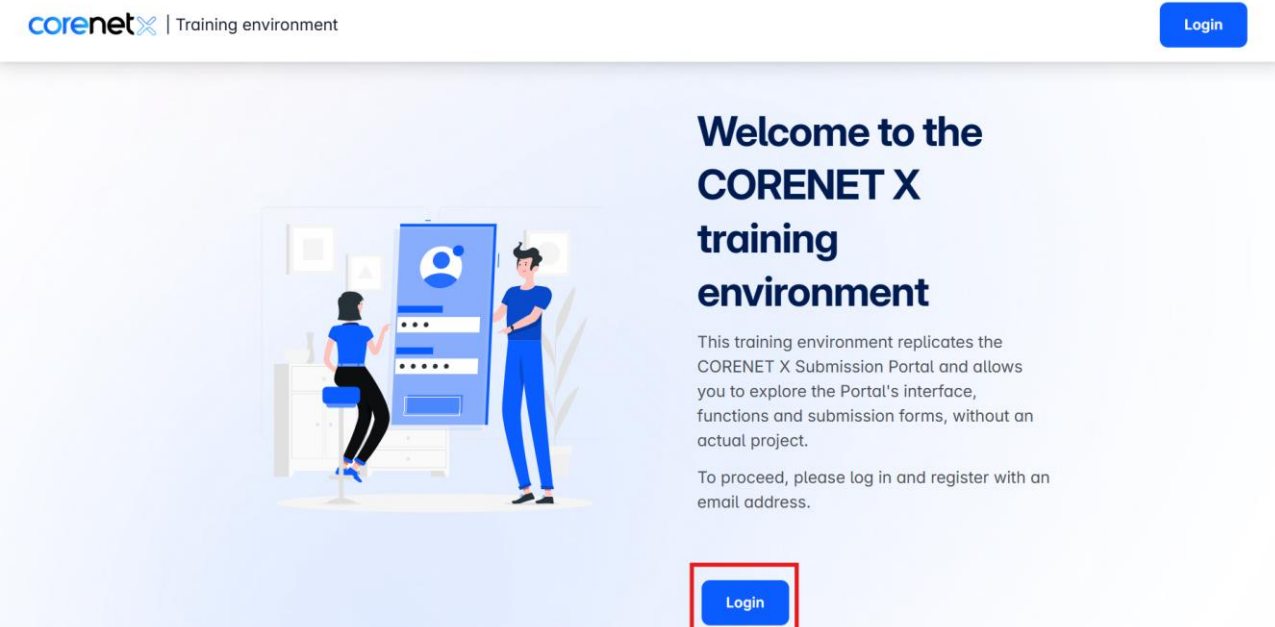
2.2 Account registration for new users

	<ol style="list-style-type: none">1. All new users must sign up for an account.2. Access the landing page at: https://training.corenet.gov.sg/3. Click on “Login”.
--	---

<div><div>corenetX Training environment</div><div><div><div>Log in to CORENET X training environment</div><div></div><div>CORENET X training environment allows you to explore the portal's latest features and functions, without using an actual project and project team.</div><div>Email<div><input type="text"/></div><div>Send OTP</div></div><div>OTP<div><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></div></div><div>Verify and log in</div><div>Don't have an account? Sign up</div></div></div></div>	<p>4. If you do not have an account, please click on the “Sign up” button to create one.</p>
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	<p>Sign up with your email address</p> <p>Name <input type="text"/></p> <p>Firm UEN <input type="text"/></p> <p>Firm name <input type="text"/></p> <p>Role <input type="text" value="v"/></p> <p>Registration no. (if applicable) <input type="text"/></p> <p><small>E.g. A2010 for Architect, E1020 for Professional Engineer etc</small></p> <p>Email <input type="text" value="Send OTP"/></p> <p>OTP <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>1 2 3</p> <p>Verify and sign up</p> <p><small>Already have an account? Log in</small></p>	<p>5. Fill in your name, firm UEN, and firm name.</p> <p>6. Select your role from the drop-down list – indicate “others” if your role is not listed.</p> <p>7. You must provide an email address for verification purposes every time you log in. A One-Time Password (OTP) will be sent to your indicated email address.</p> <p>8. Key in the OTP and click on “Verify and sign up” to complete the account registration process.</p>
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2.3 Login and User Profile Management

	<ol style="list-style-type: none">1. Go to the landing page at: https://training.corenet.gov.sg/2. Click on “Login”.
--	--

Log in to CORENET X training environment



CORENET X training environment allows you to explore the portal's latest features and functions, without using an actual project and project team.

Email

Send OTP

OTP

Verify and log in

3. Key in the email address you have provided during registration.
4. An OTP will be sent to your email address.
5. Key in the OTP and click on "Verify and log in".

Welcome

This training environment mirrors the CORENET X Submission Portal and is set up to allow our industry users to explore the new functions and process, even without an actual project.

[View conditions and limitations of training environment](#)

Access CORENET X training environment using the generated profile(s)

Default profiles are generated below to allow you to access and to simulate the submission process. Please select the desired profile you wish to access the environment as by selecting "Use profile".

[Generate new profile](#)

NAME OF PROFILE	ROLE / REGISTRATION NO.	NRIC	FIRM NAME (UEN)	ACTIONS
Archie Teng	Architect A0912 (BOA)	S1790912W	MOCK FIRM 430P S85ER7430P	Use Profile
Eugene Chia	Professional Engineer (Civil) E8431 (PEB)	S1768431R	MOCK FIRM 430P S85ER7430P	Use Profile
Deven Tan	Developer (Organisation) (Main acting personnel) -	S9579117V	MOCK FIRM 430P S85ER7430P	Use Profile
Bob Chin	Licensed Builder (Technical Controller) / Licensed Builder (Approved Person) GB6271 (BLS)	S7716271B	MOCK FIRM 430P S85ER7430P	Use Profile

If you are logging in for the first time, the names will not be populated yet. For example:

Not available (Name will be updated once profile is used in the environment)

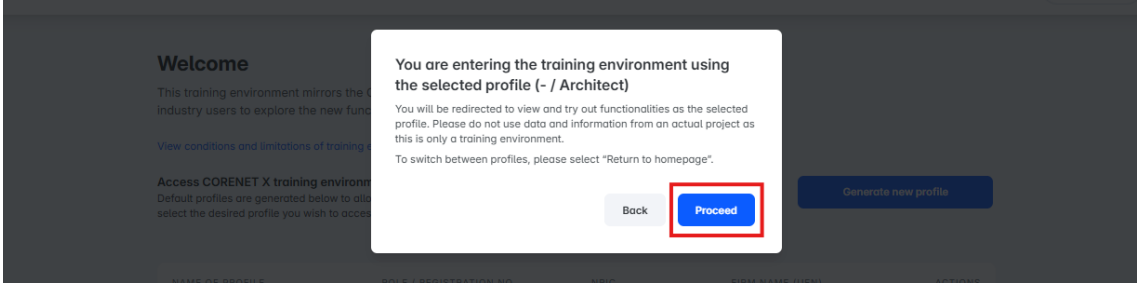
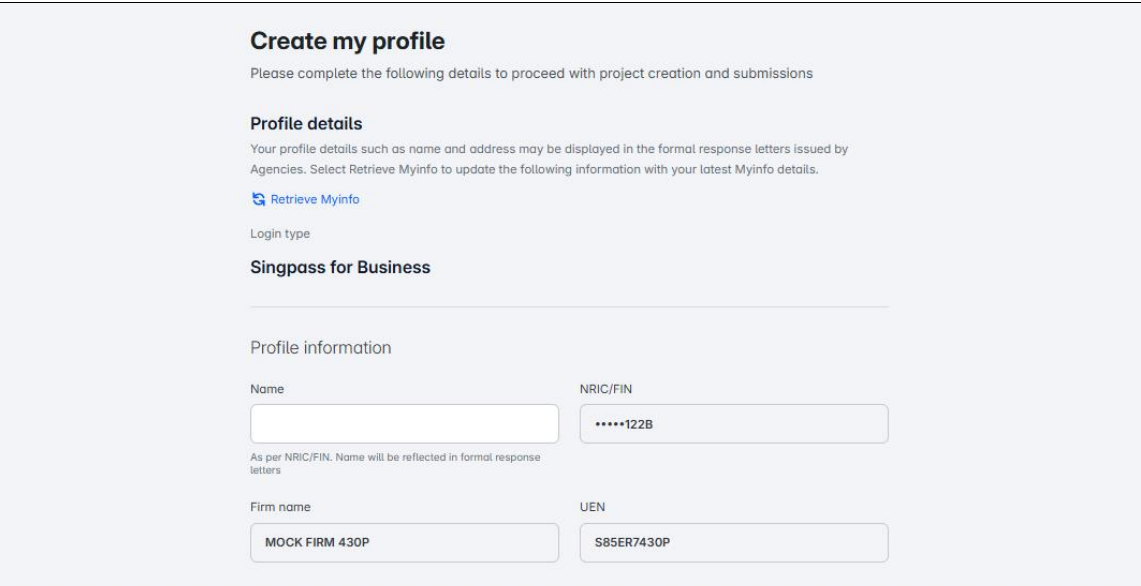
Architect
A4122 (BOA)

S4784122B

MOCK FIRM 430P
S85ER7430P

[Use Profile](#)

- Upon receiving the OTP and successfully logging in, you will see the training environment interface.
- If you are logging in for the first time, you will see a few mock profiles such as Architect, Professional Engineer and Builder.
- You may try out the different profiles by clicking on "use profile".
- You may also generate new profiles for other project parties (e.g., Fire Safety Engineer, Resident Engineer) by clicking on "Generate new profile".

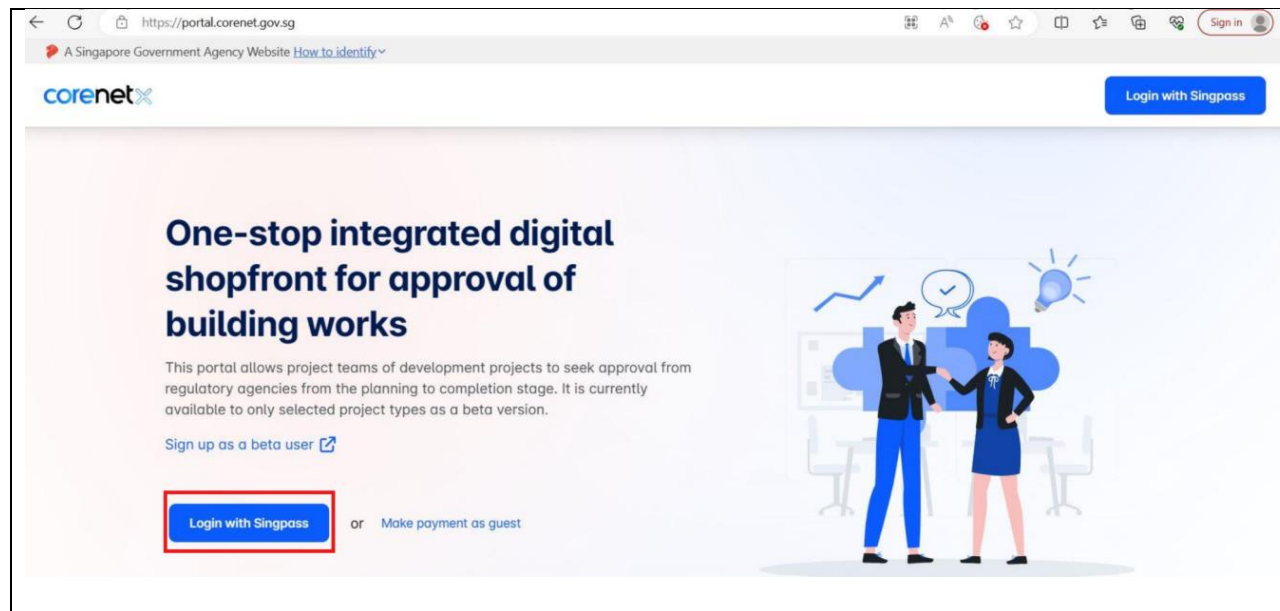
	<p>10. After clicking on “use profile”, a pop-up window will appear to inform that you are entering the training environment with the selected profile.</p> <p>11. Click on “Proceed”.</p>
	<p>12. If you have selected the mock profile for the first time, you will be prompted to create a mock profile. This page mirrors the process of setting up your profile in the actual Submission Portal (see Section 3.3).</p> <p>13. After filling in this form, you may complete setting up the mock profile by clicking on “Create profile”.</p> <p>Tip: Users are recommended to create profiles for different project roles to try out the different functionalities.</p> <p>14. You may refer to the recording of our webinar in the Training Environment here.</p>

3. Login to Submission Portal

3.1 Login as Business User via Singpass for Business


All users are required to login to the CORENET X Submission Portal via Singpass: <https://portal.corenet.gov.sg/>.

Developers and licensed builders are required to log in through Singpass for Business. It is strongly encouraged for all other project members to do the same unless they are providing services in a personal capacity.



1. Click on the “Login via Singpass” button.

Note: Do ensure all project members using SingPass for Business are authorised to access the Submission Portal (refer to [Section 1.2](#) for steps to set up Singpass for Business).



Log in with Singpass to access CORENET X

Developer (organisation), Licensed Builders, Qualified Persons, registered/licensed professionals representing companies should be Corppass-registered and log in as business.

[How do I apply for Singpass Business?](#)

Log in as Business


Acting in your personal capacity e.g. Developer (individual) or no Corppass? [Log in as an individual](#)

Singpass app

Password login

Scan with Singpass app

Logging in as Corppass user



singpass

Select UEN/Entity ID

Search by UEN/Entity ID

Active (8) Non-active (6)

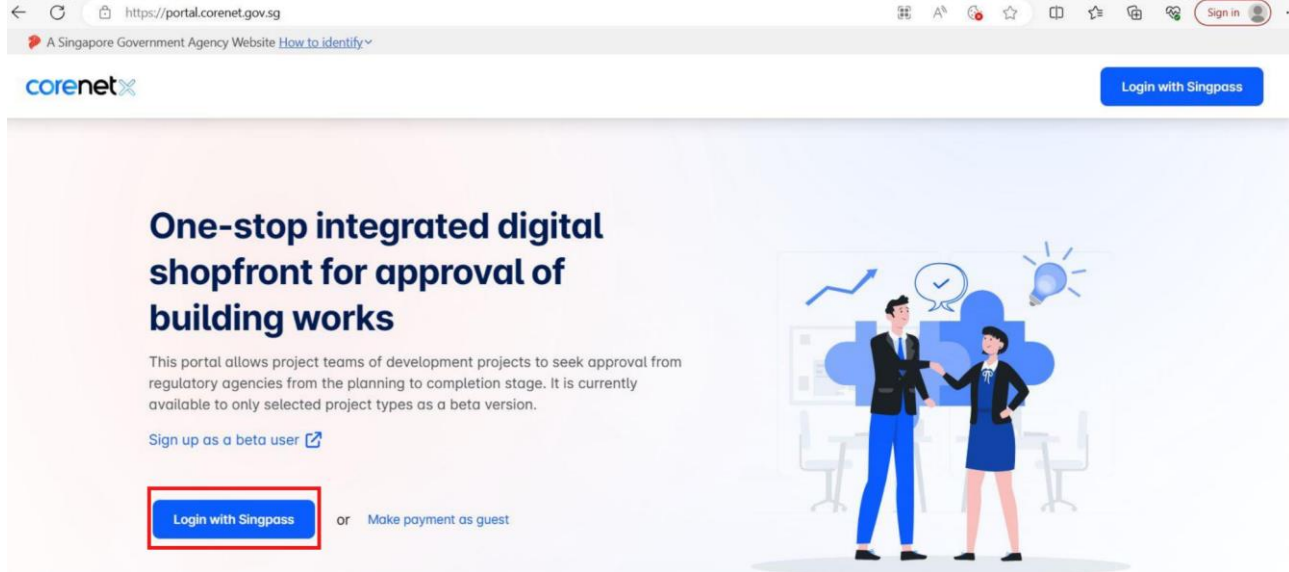
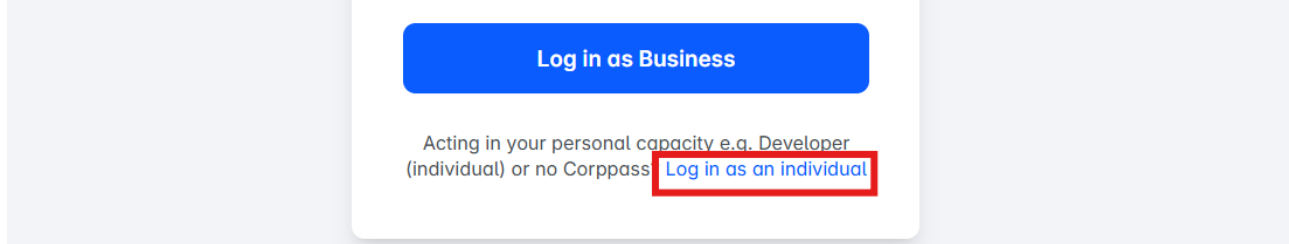
Awesome Company Pte Ltd (105627481N)	Better Bakes (19991234A)	Cute Cats Clothing (20001234A)
Dinosaur Cookies LLC (20011234A)	Elephant Coffee Pte Ltd (20021234A)	Flowers and More (20031234A)
Gatsby Bar (20041234A)	Humongous Super Long Company Name... (20051234A)	Ice Ice Baby Boutique (20061234A)

Page 1 of 1

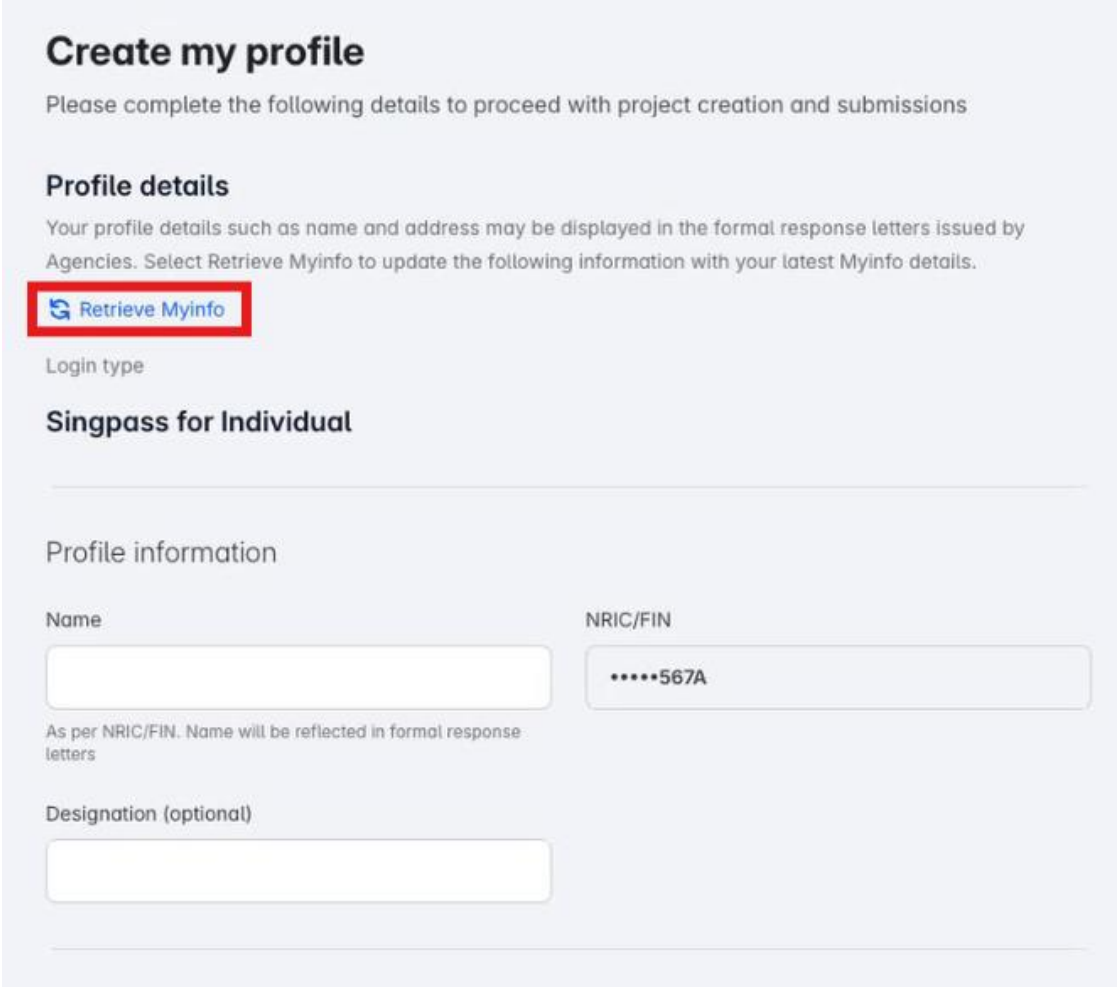
- Click on “Log in as Business”.
- For users registered under multiple CorpPass entities, you will be prompted to select the appropriate company on whose behalf you are logging in. Ensure that you choose the correct company to make or assist with submissions.

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3.2 Login as Individual User via Singpass

	<p>1. Click on the “Login via Singpass” button.</p>
	<p>2. If you are logging in as an individual (e.g., individual developer), please click on “Log in as an individual”</p>

3.3 Creating Your Profile (First-Time Login)

	<p>Creating your profile (action by new users)</p> <ol style="list-style-type: none">1. If you are logging in for the first time, you will be brought to the “Create my profile” page to create a profile.2. You are encouraged to select “Retrieve Myinfo” to ensure the most accurate details are extracted in your preparation for submission.3. Your particulars will be auto populated.
---	---

Create my profile

Please complete the following details to proceed with project creation and submissions

Profile details

Your profile details such as name and address may be displayed in the formal response letters issued by Agencies. Select Retrieve Myinfo to update the following information with your latest Myinfo details.

Login type

Singpass for Individual

Profile information

Name

JOHN TAN BENG SENG

NRIC/FIN

*****765J

Designation (optional)

Address

Postal code

[Retrieve](#)

Building name

-

Road name

-

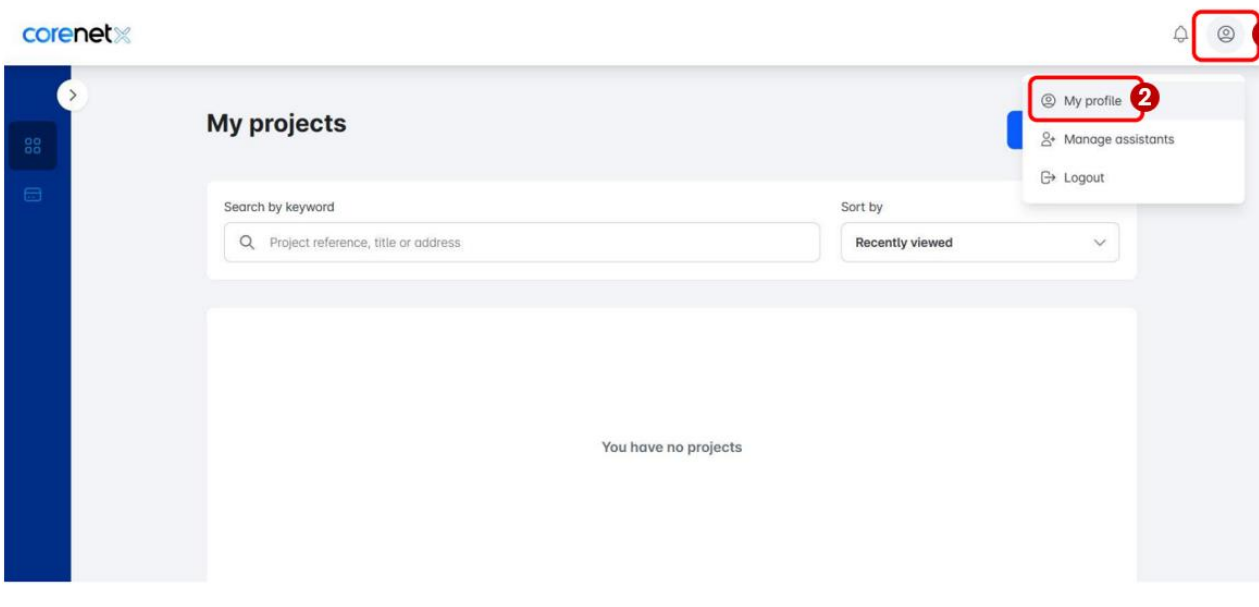
House/Block no.

Level no. (optional)

Unit no. (optional)

<div><p>Address</p><p>Postal code</p><div><input type="text"/>Retrieve</div><p>e.g. 650539</p><p>Building name</p><div>Please select ▼</div><p>Road name</p><div><input type="text"/></div><p>House/Block no. Level no. (optional) Unit no. (optional)</p><div><input type="text"/> <input type="text"/> <input type="text"/></div><hr/><p>Receive notifications via</p><p>Primary email</p><div><input type="text"/></div><p><input type="checkbox"/> Use Myinfo email as my primary email</p><div>Create profile</div></div>	<p>4. You may specify your preferred primary email address to receive notifications for your projects.</p> <p>Tip: If you have a project-specific email address, you may customise through your project member details within the specific project workspace. This can only be done by the individual users. If no project-specific email address is specified, the project notifications will be sent to the primary email address.</p> <p>5. After filling in all the details, click on “Create profile” to finish setting up your profile.</p>
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3.4 Updating Your Profile

	<ol style="list-style-type: none">1. Users may update their profile details any time after creating their profile.2. Go to the “My projects” workspace. Your projects will be shown here.3. Click on the top right icon and click on “My profile” to access your profile page.4. You may proceed to update your profile details.
--	---

3.5 Managing System Notifications

<p>Address</p> <p>Postal code</p> <div><input type="text"/> Retrieve</div> <p>e.g. 650539</p> <p>Building name</p> <div><input type="text" value="Please select"/> ▼</div> <p>Road name</p> <div><input type="text"/></div> <p>House/Block no. Level no. (optional) Unit no. (optional)</p> <div><input type="text"/> <input type="text"/> <input type="text"/></div> <hr/> <p>Receive notifications via</p> <p>Primary email</p> <div><input type="text"/></div> <p><input type="checkbox"/> Use Myinfo email as my primary email</p>	<ol style="list-style-type: none">1. The primary email is where system notifications will be sent.2. Go to your profile page by following the steps in Section 3.4.
---	--

The screenshot displays the corenetX user interface. At the top, a security warning states: "Government officials will NEVER ask you to transfer money or disclose bank log-in details over a phone call. Call the 24/7 ScamShield Helpline at 1799 or visit www.scamshield.gov.sg". The main header area says "Welcome back!" and "Last updated 17 January 2026, 11:42am". Below this, a section titled "Your actions required" with a "View all (18)" link contains three items:

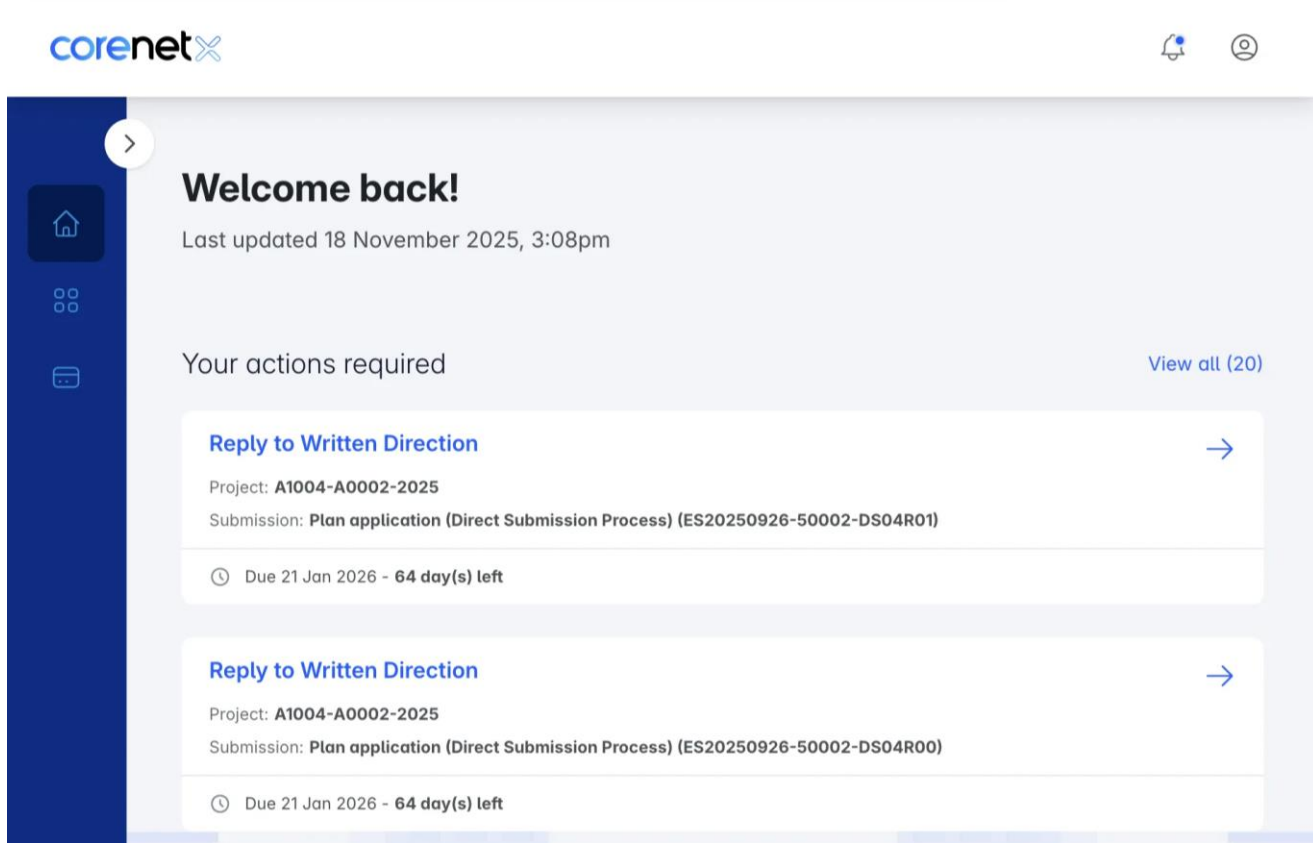
- Submit application** (with a right arrow icon)
Project: [blank]
Submission: **Submission of documents**
Since 16 Nov 2023 - Pending for 793 day(s)
- Complete payment to proceed** (with a right arrow icon)
Project: [blank]
Submission: **Waiver/non-compliance (ES20240304)**
Since 4 Mar 2024 - Pending for 684 day(s)
- Complete payment to proceed** (with a right arrow icon)
Project: [blank]
Submission: **Waiver/non-compliance (ES20240304)**
Since 6 Mar 2024 - Pending for 682 day(s)

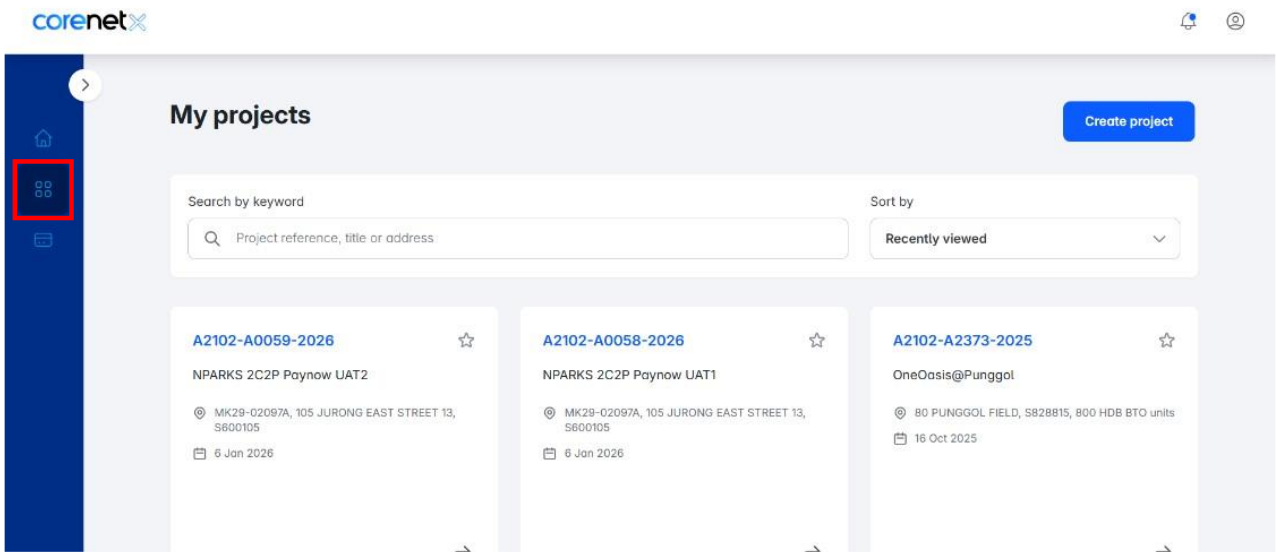
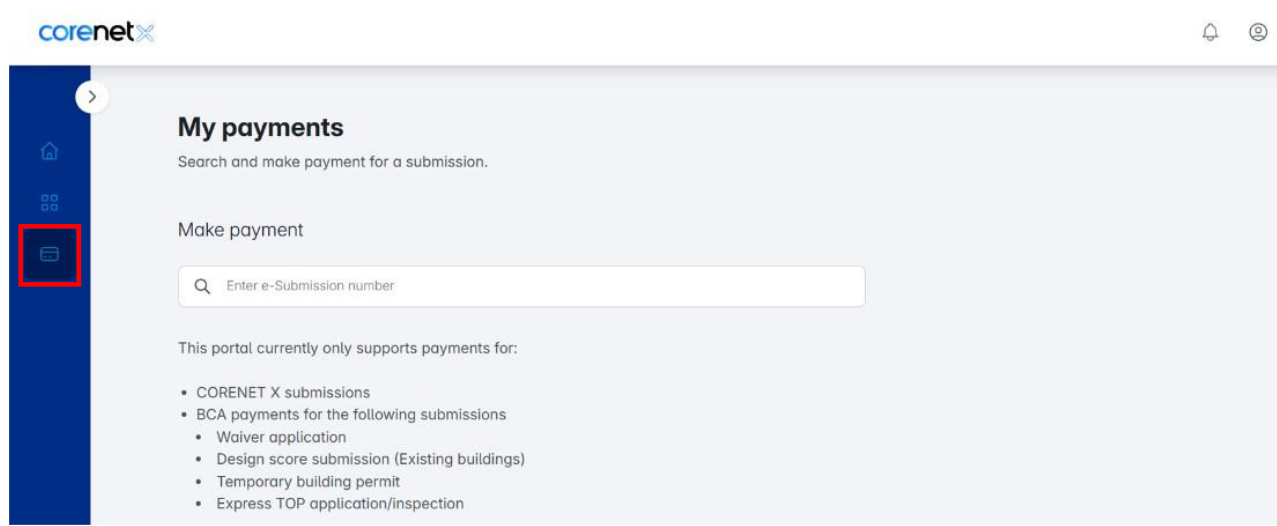
A "Notifications" dropdown menu is open on the right, listing:

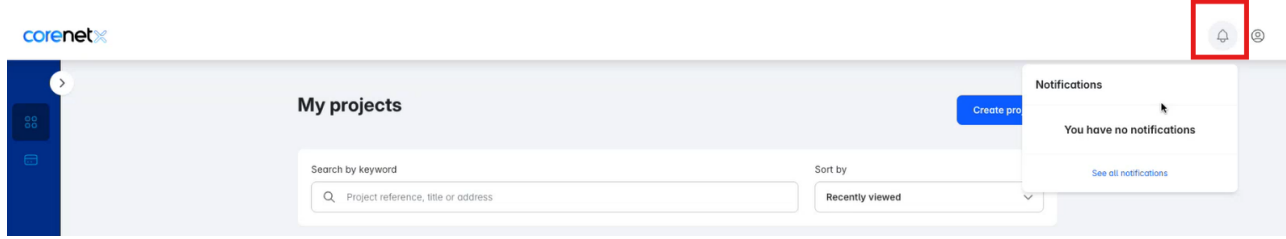
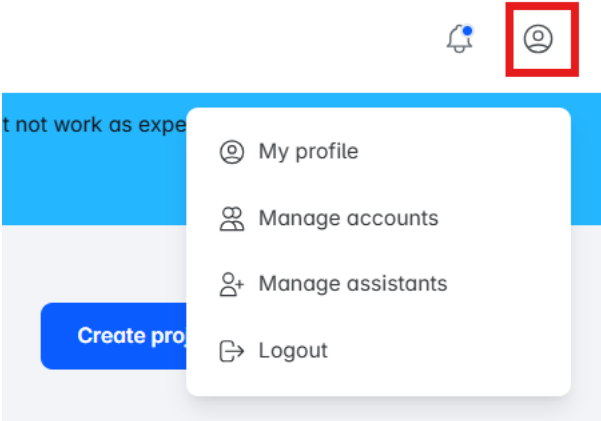
- Amendment to Plan application (Construction Gateway) ES20240320- has been created (22 days ago, with a "View submission" link)
- Plan application (Construction Gateway) has been deleted for project A (22 days ago)
- Plan application (Design Gateway) has been deleted for project [blank] (22 days ago)
- Mandatory water efficiency requirements has been removed for [blank] (with a "See all notifications" link)

3. Notifications are also accessible through the bell icon, which collates the items that are pending your action e.g. declaration, appointment which you may access directly through the link provided

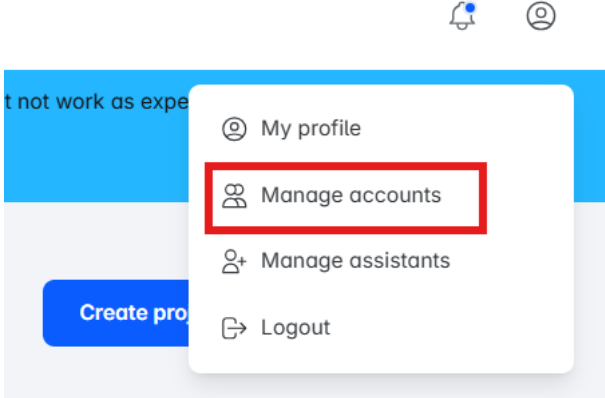
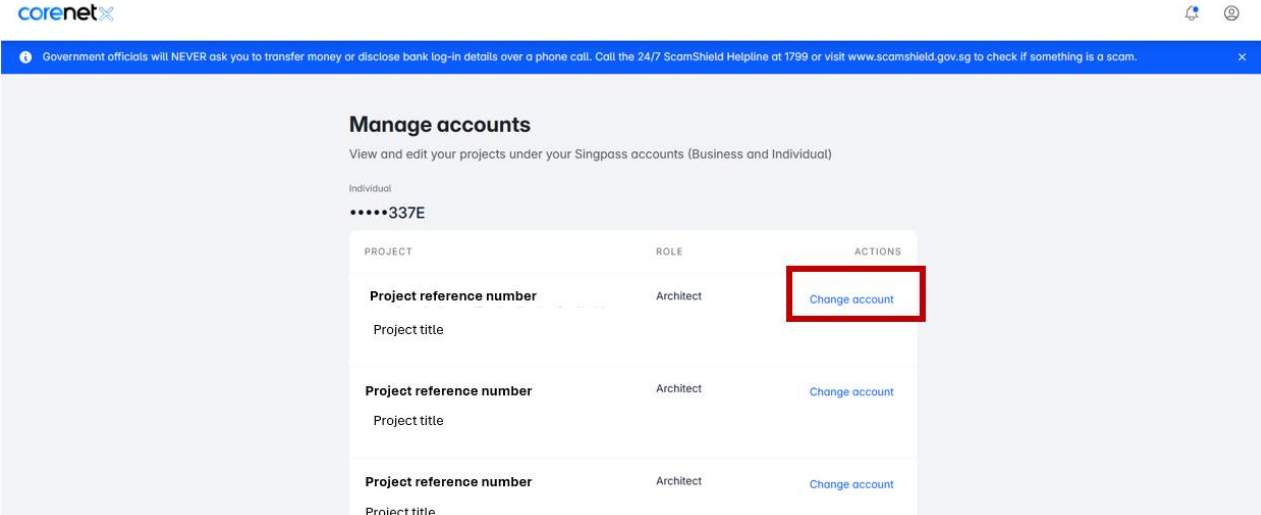
4. Navigating the Submission Dashboard (First-Time Login)

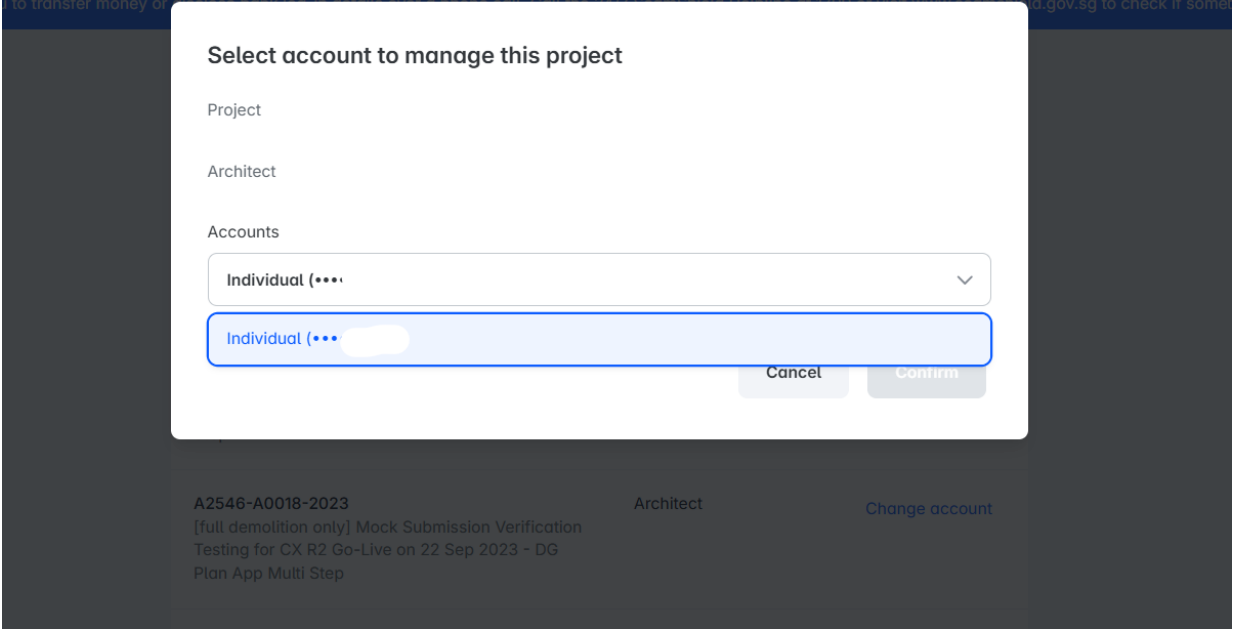
 <p>The screenshot shows the CorenetX Home Page. At the top left is the CorenetX logo. To its right are a bell icon and a user profile icon. A dark blue sidebar on the left contains a home icon, a grid icon, and a calendar icon. The main content area has a 'Welcome back!' heading, followed by 'Last updated 18 November 2025, 3:08pm'. Below this is a section titled 'Your actions required' with a 'View all (20)' link. Two identical action cards are shown, each with the title 'Reply to Written Direction', project details 'Project: A1004-A0002-2025' and 'Submission: Plan application (Direct Submission Process) (ES20250926-50002-DS04R01)', and a due date 'Due 21 Jan 2026 - 64 day(s) left'. Each card has a blue arrow pointing right.</p>	<p>Home Page – “Welcome back!” Page</p> <ol style="list-style-type: none">1. If you are logging in for the first time and have created your profile, you will be directed to the home page.2. This will be the default landing page that you will be directed to when you login subsequently.3. The homepage shows all the outstanding items requiring your attention, across all projects you are involved in.
--	--

	<p>“My projects” page</p> <p>4. You can also navigate to the “My projects” page by clicking on the second icon on the bar on the left-hand side.</p> <p>5. This page will list all of your projects in CORENET X.</p>
	<p>“My payments” page</p> <p>6. You can also navigate to the “My payments” page by clicking on the second icon on the bar on the left-hand side.</p> <p>7. This page allows you to search and make payment for a submission.</p>

	Checking Notifications 8. Click on the bell icon to check if you have any latest notifications.
	Managing your profile, managing your accounts, managing assistants & logging out 9. To update your profile, manage project accounts, add or remove assistants, or logout, click on the face icon on the top right corner of the webpage. 10. Select the appropriate button.

5. Managing Accounts

	<p>1. Under “My projects”, click on the top right icon and click on “Manage accounts”.</p>
	<p>2. Users will be able to manage switch their account type (Singpass as individual or Singpass as Business) for each project</p> <p>3. All users should use Singpass as Business unless acting in your individual capacity as a registered QP, or as an individual owner (Developer individual).</p>

 <p>The screenshot displays a modal dialog titled "Select account to manage this project". It contains three sections: "Project", "Architect", and "Accounts". The "Accounts" section features a dropdown menu with "Individual (***" selected. Below the dropdown is a "Cancel" button and a "Confirm" button. The background shows a project summary for "A2546-A0018-2023" with the role "Architect" and a "Change account" link.</p>	<p>4. Users can select the available Singpass account for their projects accordingly.</p>
--	---

6. Managing Assistants

6.1 Adding Assistants

5. Under “My projects”, click on the top right icon and click on “Manage assistants”.

Note: All users may assign assistants. An assistant may create projects (if applicable) and prepare submissions on your behalf. However, an assistant is not allowed to make any submission.

Manage assistants

Assistant may create projects (if applicable) and prepare submissions on your behalf. Assistant is not allowed to make any submission.

NRIC/FIN	ACCESS RIGHT	ACTIONS
.....576Z	All projects	View

6. Your existing assistants will be shown here.

7. To add a new assistant, click on “Add assistant”.

<div><h3>Add assistant</h3><p>A notification email will be sent to your assistant once added.</p><div><p>Login type - Singpass for Business</p><p>Assistant must log in via the same UEN using Singpass for Business to access your projects.</p></div><p>Assistant's Information</p><table><tr><td>Name</td><td>NRIC/FIN No.</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td>Email</td><td>Secondary email (optional)</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td></tr></table><p>Access rights</p><p><input checked="" type="radio"/> Assistant can edit all projects under me</p><p><input type="radio"/> Assistant can only edit specific projects</p><div><button>Cancel</button><button>Add assistant</button></div></div>	Name	NRIC/FIN No.	<input type="text"/>	<input type="text"/>	Email	Secondary email (optional)	<input type="text"/>	<input type="text"/>	<p>8. Fill in all fields – name, full NRIC/FIN No. and email.</p> <p>Note: <u>The email must be specified correctly</u> as the assistant will be receiving your request through this email.</p> <p>9. Select the type of access rights.</p> <p>Tip: If you have one assistant who assists with all your projects, you can select “Assistant can edit all projects under me”</p> <p>10. Click on “Add assistant” to complete the process.</p>
Name	NRIC/FIN No.								
<input type="text"/>	<input type="text"/>								
Email	Secondary email (optional)								
<input type="text"/>	<input type="text"/>								

6.2 Removing Assistants

A screenshot of a user profile dropdown menu. The menu is white with a light gray shadow and contains four items: 'My profile' with a person icon, 'Manage accounts' with a person icon, 'Manage assistants' with a person icon and a plus sign, and 'Logout' with a door icon. The 'Manage assistants' item is highlighted with a red rectangular box. In the background, a blue button labeled 'Create project' is partially visible.

1. Under “My projects”, click on the top right icon and click on “Manage assistants”.

Manage assistants

Assistant may create projects (if applicable) and prepare submissions on your behalf. Assistant is not allowed to make any submission.

Add assistant

NRIC/FIN	ACCESS RIGHT	ACTIONS
.....576Z	All projects	View

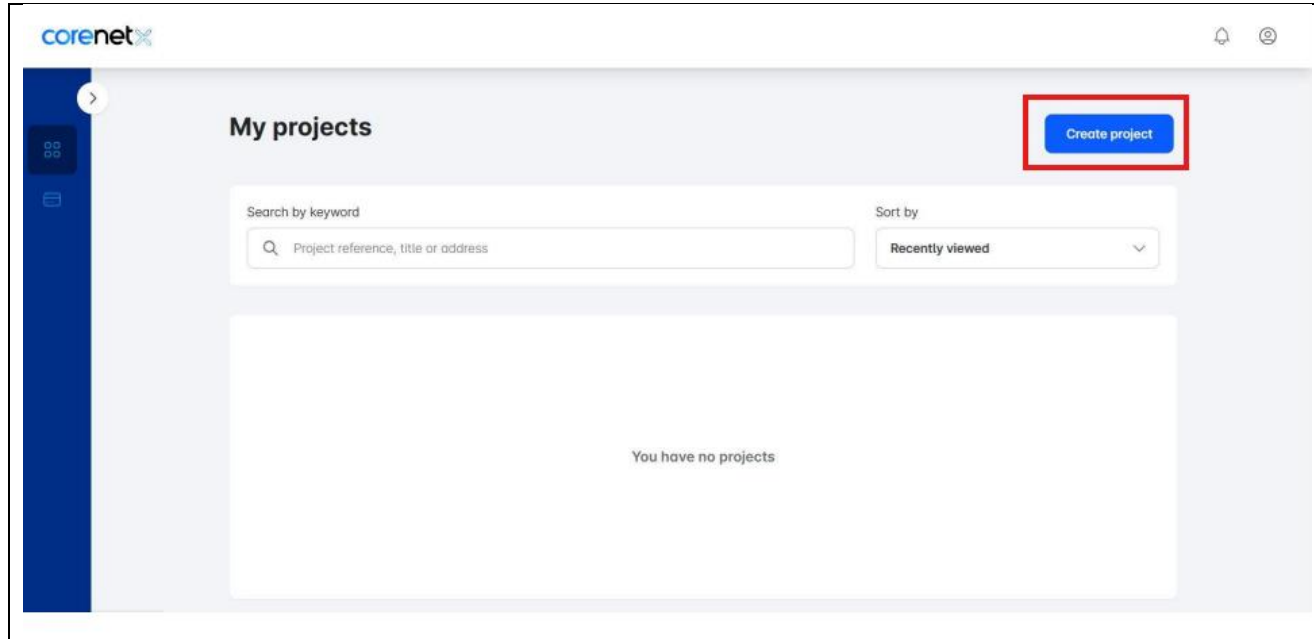
1-1 of 1 results

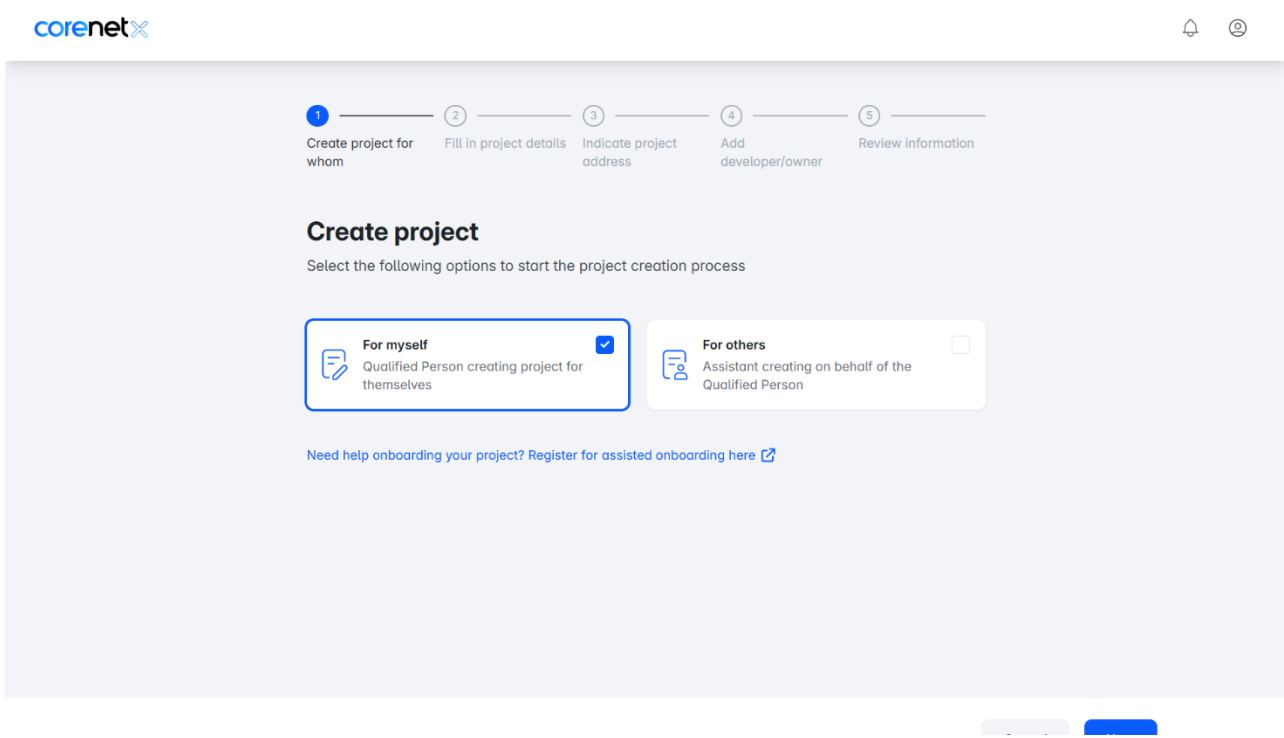
2. Your existing assistants will be shown here.

3. To remove an existing assistant or change their access rights, click on “View”.

<div><h3>View assistant</h3><p>View your assistant's information and access rights</p><p>LOGIN TYPE Singpass for Business</p><div><div>Assistant's information</div><div>NRIC/FIN *****576Z</div></div><div><div>Access rights</div><div>Assistant can edit all projects under me</div><div>Edit</div></div><div>Remove assistant</div></div>	<ol style="list-style-type: none">Click on “remove assistant” to remove the existing assistant.Click on “Edit” to amend existing access rights.
--	--

7. Creating a New Project

	<p>1. After logging in, click on “Create project”.</p> <p>Note: Only Qualified Persons (QPs) or assistants of QPs can create a project.</p>
--	--

	<p>2. You have two options:</p> <ul style="list-style-type: none">• Create a project for yourself (if you are the project coordinator) <u>OR</u>• Create a project for others (if you are an assistant). <p>3. After you have selected the correct option, click “Next”.</p>
--	---

1

Create project for whom

2

Fill in project details

3

Indicate project address

4

Add developer/owner

5

Review information

Project details

Project coordinator

Daniel Architect

Development type

Commercial

Building works

New erection (including reconstruction)

For developments with more than 1 development type, select the predominant use. Otherwise, select Mixed Development.

Project title

20/1000

New erection of ...

[? Find out more about development type](#)

Input Project Details

4. You will take on the role of “Project Coordinator” in the system.
5. Fill in your project details.
6. Indicate the type of development and building works by selecting the appropriate option.

Note: This selection determines the project submission process, either Direct Submission Process (DSP) or the Gateway Process.

Tip: Click on “Find out more about development type” to know which typology your development falls under.

	<ol style="list-style-type: none">7. Input your project title. This title is editable even after the project is created.8. Click on “Next” to enter your project address.
--	--

<h3>Indicate project address</h3> <p>Fill in the applicable project address format(s)</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>i For project where there is no MK/TS lot no., please provide the site description or formatted address (if applicable)</p> </div> <p>Mukim/Town Subdivision/Lot no.</p> <p>Does your project have MK/TS lot no.?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <hr/> <p>Formatted address</p> <p>Postal code</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 100%;" type="text"/> Retrieve </div> <p><small>e.g. 650539</small></p> <p>Building name</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Please select ▼ </div> <p>Road name</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>House/Block no.</div> <div>Level no. (optional)</div> <div>Unit no. (optional)</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; width: 30%;"></div> <div style="border: 1px solid #ccc; width: 20%;"></div> <div style="border: 1px solid #ccc; width: 20%;"></div> </div> <p>+ Add additional formatted address</p> <hr/> <p>Site description</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>i Provide road name(s) and site description if applicable</p> </div> <p>Road name(s)</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <input style="width: 90%;" type="text"/> 🔍 </div> <p><small>Maximum of 4 roads</small></p> <p>Site description <small>0/1000</small></p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>	<h3>Indicate Project Address</h3> <p>9. Fill in the project details.</p> <p>Note:</p> <ul style="list-style-type: none"> • All projects should have a Mukim/TS lot number. If your project does not have one, you may click “no”. This only applies to special projects where land lot numbers have yet to be allocated by SLA. • For the formatted address, key in the postal code and click on “retrieve” to auto-populate your address details. • If you lack a specific project address, you can select a site
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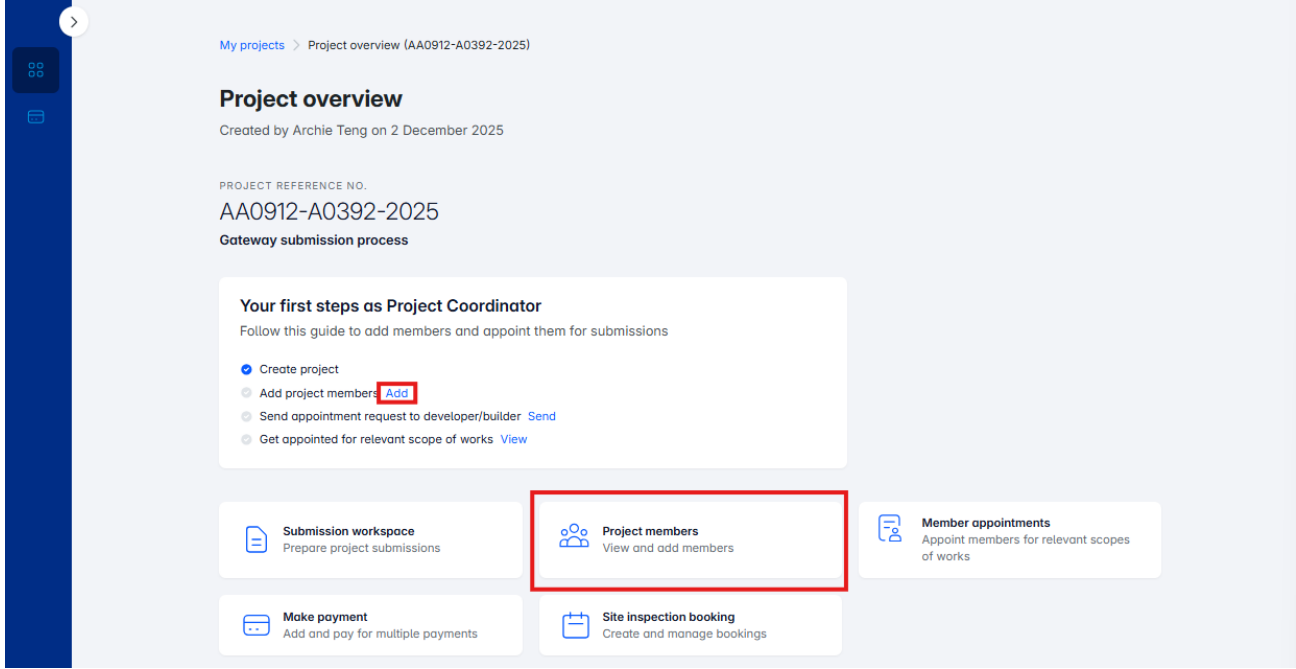
	<p>description with a simple name.</p> <p>10. Click on “Next”.</p>																
<div> <div> <h3>Review information</h3> <p>Please ensure that the following information indicated is accurate, information will still be editable after project creation</p> <p>Project submission process for project</p> <p>Gateway submission process</p> <p>What are the different project submission process?</p> </div> <div> <div> <h4>Project Coordinator details</h4> <table> <tr> <td>Name</td><td>Archie Teng</td></tr> <tr> <td>Role</td><td>Architect</td></tr> <tr> <td>Registration no.</td><td>A0912</td></tr> <tr> <td>Firm name</td><td>MOCK FIRM 430P</td></tr> <tr> <td>UEN</td><td>S85ER7430P</td></tr> </table> </div> <div> <h4>Project details</h4> <table> <tr> <td>Development type</td><td>Healthcare</td></tr> <tr> <td>Building works</td><td>New erection (including reconstruction)</td></tr> <tr> <td>Project title</td><td>New erection of healthcare institution (sample)</td></tr> </table> </div> </div> <div> <div>← Back</div> <div>Cancel</div> <div>Create project</div> </div> </div>	Name	Archie Teng	Role	Architect	Registration no.	A0912	Firm name	MOCK FIRM 430P	UEN	S85ER7430P	Development type	Healthcare	Building works	New erection (including reconstruction)	Project title	New erection of healthcare institution (sample)	<p>Review Information</p> <p>11. Review all information, including the development type and building works as this will determine whether your project falls under the Gateway Process or Direct Submission Process.</p> <p>12. Ensure that the project coordinator’s information is correct as well.</p> <p>13. After verifying the information, click on “Create Project”.</p>
Name	Archie Teng																
Role	Architect																
Registration no.	A0912																
Firm name	MOCK FIRM 430P																
UEN	S85ER7430P																
Development type	Healthcare																
Building works	New erection (including reconstruction)																
Project title	New erection of healthcare institution (sample)																

The screenshot shows the 'Project overview' page for project AA0912-A0392-2025. The page includes a sidebar with navigation icons, a breadcrumb trail 'My projects > Project overview (AA0912-A0392-2025)', and a main content area. The main content area features a 'Your first steps as Project Coordinator' section with four steps: 'Create project' (selected), 'Add project members' (with an 'Add' link), 'Send appointment request to developer/builder' (with a 'Send' link), and 'Get appointed for relevant scope of works' (with a 'View' link). Below this are six action cards: 'Submission workspace' (Prepare project submissions), 'Project members' (View and add members), 'Member appointments' (Appoint members for relevant scopes of works), 'Make payment' (Add and pay for multiple payments), 'Site inspection booking' (Create and manage bookings), and 'Submission milestone dashboard'. The 'Submission milestone dashboard' section includes a note about tracking progress and a table showing submission stages.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

8. Managing your Project Team

8.1 Adding Team Members



My projects > Project overview (AA0912-A0392-2025)

Project overview

Created by Archie Teng on 2 December 2025

PROJECT REFERENCE NO.
AA0912-A0392-2025

Gateway submission process

Your first steps as Project Coordinator
Follow this guide to add members and appoint them for submissions

- Create project
- Add project members **Add**
- Send appointment request to developer/builder [Send](#)
- Get appointed for relevant scope of works [View](#)

Submission workspace
Prepare project submissions

Project members
View and add members

Member appointments
Appoint members for relevant scopes of works

Make payment
Add and pay for multiple payments

Site inspection booking
Create and manage bookings

Adding Members (action by Project Coordinator or Project Coordinator Assistant)

1. Go to the “Project overview” page.
2. Click on the “Project Members” button.

Note: Only project coordinators or their assistants can add and remove members.

Tip: Alternatively, if no members have been added yet (as per this screenshot), you can click on “Add” beside the “Add project member” milestone.

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

- Add member**
Project Coordinator to add members to the project and assign them roles
- Add responsibilities**
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions
- Appoint member**
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members

Add member

▼	NAME	ROLE	STATUS	ACTIONS
▼	Archie Teng 912W	Architect (Project coordinator)	Pending responsibility	Add responsibility View

3. You will be able to view the list of project members that you have added.
4. To add a new member, click on “Add member”.

<div><h3>Add member</h3><p>A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.</p><p>Roles</p><div><div>Role</div><div>Developer (Organisation) ▼</div></div><div><div>UEN</div><div></div></div><p>+ Add additional role</p><hr/><p>Firm and personnel details</p><div><p>i As the personnel added will be representing the Developer (Organisation), he/she will need to use Singpass for Business with the corresponding UEN to access this project in CORENET X.</p></div><p>-</p><p>UEN</p><p>Please select the following</p><p><input type="radio"/> Developer is also Owner</p><p><input type="radio"/> Developer is authorised to act on Owner's behalf</p><hr/><p>Role</p><p>Main acting personnel</p><div><div>Name</div><div></div></div><div><div>NRIC/FIN</div><div></div></div><p><small>Last 4 alphanumeric characters (example: 567A)</small></p><div><div>Email</div><div></div></div><p>+ Add additional personnel</p></div> <div><div>Cancel</div><div>Add member</div></div>	<p>(1) Adding the Developer (Organisation)</p> <p>5. If the Developer is an organisation, select “Developer (Organisation)” under Role.</p> <p>Note: You may add multiple developers (if applicable).</p> <p>6. Indicate the UEN. Ensure that this UEN is accurate.</p> <p>7. For Developer (organisation), you will need to indicate 1 main acting personnel.</p> <p>Tip: You can add secondary developer personnel by clicking on “Add additional personnel”. You may add up to 2 secondary developer personnel. These secondary developer personnel will have the same access rights as the main acting personnel.</p> <p>8. Click on “Add member”.</p>
---	---

<div><h3>Add member</h3><p>A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.</p><p>Roles</p><p>Role</p><div>Developer (Individual) ▼</div><p>+ Add additional role</p><hr/><p>Member details</p><div><p>i You are about to add the developer to this project in his/her individual capacity. This option should only be selected if the developer is developing his/her own house. Please note that once added, the developer will use Singpass individual to access the project in CORENET X. If the developer is a firm, please select Developer (Organisation).</p></div><div><div>Name</div><div>NRIC/FIN</div><div></div><div></div><div>Last 4 alphanumeric characters (example: 567A)</div></div><div><div>Email</div><div></div></div><div><p>Please select the following</p><p><input type="radio"/> Developer is also Owner</p><p><input type="radio"/> Developer is authorised to act on Owner's behalf</p></div></div> <div><div>Cancel</div><div>Add member</div></div>	<h3>(2) Adding the Developer (Individual)</h3> <p>9. If the Developer is an individual e.g., house owner, select “Developer (Individual)” under Role.</p> <p>Note: You may add multiple developers (if applicable).</p> <p>10. Key in the other details.</p> <p>11. Click on “Add member”.</p>
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Add member details

A notification email will be sent to the added project member. Additional information will be retrieved from the member's Myinfo data upon their authorisation.

Roles

Role

Professional Engineer (Civil) ▼

Registration no.

9000



+ Add additional role

Member details

Name

pecivil

NRIC/FIN

000E

Last 4 alphanumeric characters (example: 567A)

Email

pecivil@test.com

(3) Adding a Qualified Person

12. To add a QP, select their role from the list and enter their registration number (for QPs).

13. Input the email address of the QP. **Ensure this email is accurate as your request to add the member will be sent to this email address and the member must accept this request through email.**

14. A green tick indicates that the added professional has a valid licence under the relevant Board/Registry.

15. Input the member's name as per NRIC/FIN, last four digits of their NRIC/FIN and email address. This name is important as it will be **reflected in the approval letters issued by agencies.**

16. Click on "Add member".

List of project members Add member

▼	NAME	ROLE	STATUS	ACTIONS
▼	Archie Teng	Architect (Project coordinator)	Pending responsibility	Add responsibility View
▼	Eugene Chia	Professional Engineer (Civil)	Email invite sent	Resend email invitation View

Email sent to added project member to confirm their addition to the project team:

**Eugene Chia , you have been added to project
AA0912-A0392-2025**

You have been added to this project by the project coordinator or his/her assistant.
To access the project, please confirm your addition to the project.

If you are a business user, please login using Singpass Business for your firm.

Upon confirmation, you will be formally added to the project in CORENET X and
could view the project details.

[Confirm addition](#)

17. Follow the same steps above to add other project personnel.
18. Once you have added the new member, an email will be sent to the new member's specified email address.
19. **Please inform the new member to accept the email invitation.** The new member needs to click on "confirm addition" button in the email invite. Until then, their status will be reflected as "email invite sent".

List of project members Add member

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Pending responsibility	Add responsibility View
Eugene Chia	Professional Engineer (Civil)	Pending responsibility	Add responsibility View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

20. Once the new member has accepted the email invitation, their status will be updated accordingly.

- When a Developer accepts the invitation, his status will be updated to “Added”.
- When a Qualified Person has accepted the invitation, his status will be updated to “Pending responsibility”.

21. **For members whose status are reflected as “pending responsibility”, you will need to assign responsibility** – refer to [Section 9](#) for the steps.

8.2 Removing Team Members

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Project members](#) > Member information

Member information

Eugene Chia
*****431R

Roles and responsibilities Member details

ROLE
Professional Engineer (Civil)
Registration no. E8431

Actions
[Edit roles](#)
[Manage appointment requests](#)
Remove member

1. Project coordinators / assistants can remove members, **subject to authorisation by the developer or builder.**
2. Go the “project members” page and “view” the member to be removed.
3. At the member information page, click on “remove member”.
4. If the project member was appointed by the developer / builder, an email will be sent to the developer / builder to confirm the removal.
Note: Removed members will no longer be able to make or continue submissions except for submission of documents. However, they will retain “view only” rights for 10 working days to provide the necessary handover documents as required by agencies through the “Independent Submission”, “Submission of Documents” before they are removed from the project entirely.

8.3 Replacing the Project Coordinator

My projects > Project overview (AA0912-A0371-2025) > Project members > Member information


Member information

Archie Teng
*****912W

Roles and responsibilities Member details

ROLE

Architect
Registration no. A0912

Building and Construction Authority (BCA)  [Edit](#)

RESPONSIBILITY

Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations

[Appointed](#)

[Show details](#)

Actions

[Edit roles](#)

[Manage appointment requests](#)

[Edit additional member details](#)

[Leave and replace](#)

1. Project coordinators (PC) can leave and replace themselves if needed.
2. Go the “project members” page and “view” the project coordinator’s member information.
3. Click on “Leave and replace”.

Note:

- A PC cannot leave without a replacement.
- The replacement of PC may only proceed with authorisation by the developer or builder (whoever appointed the PC).
- When this replacement is confirmed, the PC and PC assistants' access to this project will be removed after 10 working days.

8.4 Managing Developer Personnel

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Project members](#)

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

- Add member**
Project Coordinator to add members to the project and assign them roles
- Add responsibilities**
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions
- Appoint member**
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members Add member

▼	NAME	ROLE	STATUS	ACTIONS
▼	Archie Teng 912W	Architect (Project coordinator)	Appointed	View
▼	Eugene Chia 431R	Professional Engineer (Civil)	Appointed	View
▼	MOCK FIRM 430P S85ER7430P	Developer (Organisation)	Added	View firm information

- Go the “project members” page.
- Click on “view firm information”. Developer firms will have at least one main personnel.
- To add / remove secondary developer personnel, proceed with step 5.
- To replace main or secondary developer personnel, skip to step 8.

Note: Only the Project Coordinator / assistant can add / remove / replace personnel.

<div><div><div>My projects > Project overview (AA0912-A0371-2025) > Project members > View firm information</div><div><div>View firm information</div></div></div><div><div><div>MOCK FIRM 430P</div><div>UEN: S85ER7430P</div></div><div><div>Personnel details</div><div>Roles and responsibilities</div></div><div><div><div>Developer (Organisation)</div><div><div>Add secondary personnel</div></div></div><div><div>Main personnel</div><div>Replace</div></div><div><div>Name</div><div>Deven Tan</div></div><div><div>Email</div><div>-</div></div></div><div><div>Actions</div><div>Manage appointment requests</div></div></div></div>	<div><div>Adding secondary personnel</div><div><div>5. Click on “Add secondary personnel”</div><div><div>Note: Similar to existing developer personnel, the added personnel must also be added into their organisation’s Corppass to be given access.</div></div><div><div>6. Fill in the personnel’s details.</div><div>An email will be sent to the added secondary personnel.</div><div>The secondary personnel must confirm his addition via email before he or she is successfully added.</div></div></div></div>
--	--

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Project members](#) > [View firm information](#)

View firm information

MOCK FIRM 430P

UEN: S85ER7430P

Personnel details Roles and responsibilities

Developer (Organisation)

[Add secondary personnel](#)

Main personnel

[Replace](#)

Name

Deven Tan

Email

-

Secondary personnel

[Replace](#)

[Remove](#)

Name

SecondaryDev

Email

-

Actions

[Manage appointment requests](#)

Removing secondary personnel

7. Click on “Remove”

Note: An email notification will be sent to the secondary personnel who was removed.

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Project members](#) > [View firm information](#)

View firm information

MOCK FIRM 430P
UEN: S85ER7430P

Personnel details

Roles and responsibilities

Developer (Organisation)

Add secondary personnel

Main personnel

Replace

Name

Deven Tan

Email

-

Secondary personnel

Replace

Name

SecondaryDev

Email

-

Actions

[Manage appointment requests](#)

[Edit my project email](#)

Replacing main / secondary personnel

8. Click the “Replace” button beside the name of the personnel to be replaced.

9. On the next page, select the personnel to be replaced.

10. Review replacement details and click “next” to confirm.

Note: If the added personnel is currently not part of the project, he / she will be required to accept addition to the project to complete the replacement process. Until then, the personnel who is replaced will still be allowed to access the project functions.

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9. Assigning Responsibilities and Appointing Team Members

9.1 Assign responsibilities to Team Members

My projects > Project overview (AA0912-A0392-2025) > Project members

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

- Add member**
Project Coordinator to add members to the project and assign them roles
- Add responsibilities**
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions
- Appoint member**
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members Add member

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Pending responsibility	Add responsibility View
Eugene Chia	Professional Engineer (Civil)	Pending responsibility	Add responsibility View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

- For members whose statuses are shown as “pending responsibility”, you will need to assign them their responsibilities.

Note: This will determine the type of submissions the respective member is responsible for. With this, only the competent QP of the acceptable discipline will be able to create and submit for the specific submission e.g. Only a PE (Civil) appointed for BCA’s Structural submissions will be able to create and submit for the ST submission.
- Go to the “Project members” page.
- Click on “Add responsibility”.

Project responsibilities

All statutory responsibilities added must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations). The appointed Qualified Person (QP) will then be responsible for the relevant aspects of the submission.

[View roles and responsibilities of project members](#) 

Role

Professional Engineer (Civil)

Registration no. E8431

Select scope of responsibilities for agency

Select agency

☐ Building and Construction Authority (BCA)

☐ Land Transport Authority (LTA)

☐ National Environment Agency (NEA)

☐ National Parks Board (NParks)

☐ Public Utilities Board (PUB)

Cancel

Save

4. For each Qualified Person/Professional, select their responsibilities under the specified agencies.

5. You may refer to [this link](#) for the roles and responsibilities each project member may undertake.

Note: The CORENET X system has digitalised the appointment process, eliminating the traditional appointment process done on paper.

<div> <h3>Project responsibilities</h3> <p>All statutory responsibilities added must be appointed by the developer (or licensed builder, as defined by the relevant Acts and Regulations). The appointed Qualified Person (QP) will then be responsible for the relevant aspects of the submission.</p> <p>View roles and responsibilities of project members</p> </div> <div> <p>Role</p> <p>Professional Engineer (Civil)</p> <p>Registration no. E8431</p> </div> <div> <p>Select scope of responsibilities for agency</p> <div> Building and Construction Authority (BCA) Land Transport Authority (LTA) Public Utilities Board (PUB) </div> </div> <div> <p>Agency</p> <p>Building and Construction Authority (BCA)</p> <p>Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <p><input checked="" type="checkbox"/> To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989</p> <p>Select responsibilities details</p> <p><input checked="" type="radio"/> All structural works</p> <p>Does your responsibility include demolition?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Others (to specify)</p> <p><input type="checkbox"/> To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989</p> </div> <div> <div>Cancel</div> <div>Save</div> </div>	<ol style="list-style-type: none"> For a QP, responsibilities can be filtered and assigned for relevant agencies. Ensure that all information is accurate before clicking “save”. After this step, the project coordinator / assistant will need proceed to initiate appointment so that the developer may appoint the QP (refer to Section 9.2). <p>Note: Project members who are involved in providing inputs to the submissions need to be appointed to be able to create or access the relevant form e.g. PE (Civil) needs to be appointed to be able to create Independent structural and permit application to BCA. This applies to all submissions except for pre-submission consultation.</p>
--	--

9.2 Initiating appointments of Team Members

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Project members](#)

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

- 1 Add member**
Project Coordinator to add members to the project and assign them roles
- 2 Add responsibilities**
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions
- 3 Appoint member**
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members

Add member

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Pending appointment	<div>Send appointment request</div> <div>View</div>
Eugene Chia	Professional Engineer (Civil)	Pending appointment	<div>Send appointment request</div> <div>View</div>
Mandon Ng	Professional Engineer (Mechanical)	Pending appointment	<div>Send appointment request</div> <div>View</div>
MOCK FIRM 430P	Developer (Organisation)	Added	<div>View firm information</div>

Initiate Appointment (action by Project Coordinator / Project Coordinator assistant)

- After assigning the responsibilities to the team members, return to the project members' page.
- Scroll down to the list of project members.
- If a project member has been assigned responsibilities but has not been appointed by the developer, their status will be shown as "pending appointment".
- Initiate appointment by clicking on "Send appointment request".

Pending appointment 3
Confirmed

Select members to send appointment request for

Send appointment request

	NAME	ROLE	FOR SUBMISSIONS TO	TO BE APPOINTED BY	STATUS
<input checked="" type="checkbox"/>	Archie Teng A0912	Architect	<ul style="list-style-type: none"> • BCA • SCDF • URA • LTA • NEA • NParks • PUB 	-	Request not sent
<input checked="" type="checkbox"/>	Eugene Chia E8431	Professional Engineer (Civil)	<ul style="list-style-type: none"> • BCA • LTA • PUB • URA • NEA • NParks • SCDF 	-	Request not sent
<input checked="" type="checkbox"/>	Mandon Ng E8610	Professional Engineer (Mechanical)	<ul style="list-style-type: none"> • BCA • LTA • NEA • PUB • SCDF 	-	Request not sent

5. You will be directed to the “Manage appointments” page. This page allows the digital management of appointments and **can only be accessed by the Project Coordinator or Project Coordinator assistant**, who must initiate an appointment request with the developer or licensed builder.

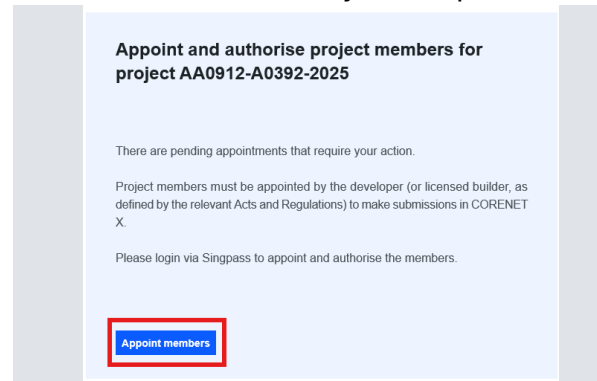
6. Select all personnel for which appointment is to be initiated. Each appointment request can only be sent to one party (developer or licensed builder).

7. Click on “Send appointment request”.

<div><h2>Send appointment request</h2><p>Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)</p><p>Select an appointer to authorise this request</p><p>To be appointed by</p><div><div>Please select</div><div><div>MOCK FIRM 789F (Developer (Organisation))</div><div>MOCK FIRM 789F (Licensed Builder)</div></div></div></div>	<p>8. Choose whether the members are to be appointed by the developer or the licensed builder.</p> <p>Note:</p> <ul style="list-style-type: none">• Please ensure that the developer / licensed builder has been added to the project and has also accepted the email invite before this step.• If the members are to be appointed by the licensed builder, the licensed builder must be appointed before their name appears in the drop-down list.
--	---

<div><h3>Send appointment request</h3><p>Send appointment request to the developer (or licensed builder, as defined by the relevant Acts and Regulations)</p><p>Select an appointer to authorise this request</p><p>To be appointed by</p><div>MOCK FIRM 430P (Developer (Organisation))</div><p>Select members to be appointed for submissions to the relevant agencies</p><p>AGENCY</p><p>Building and Construction Authority (BCA)</p><div><div><input checked="" type="checkbox"/> Archie Teng</div><div>Registration no. A0912</div><div>Architect</div></div><p>RESPONSIBILITY</p><p>Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p><div><div><input checked="" type="checkbox"/> Eugene Chia</div><div>Registration no. E8431</div><div>Professional Engineer (Civil)</div></div><p>RESPONSIBILITY</p><p>Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p><ul style="list-style-type: none">To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989<ul style="list-style-type: none">All structural works including demolitionTo supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989<ul style="list-style-type: none">All structural works including demolition<p>Hide details</p><div><div><input checked="" type="checkbox"/> Mandon Ng</div></div><div><div>Cancel</div><div>Send</div></div></div>	<p>9. You will see the members that need to be appointed, categorised by agency.</p> <p>10. You may select multiple members to be appointed by the appointing party. Select the members by clicking on the checkbox.</p> <p>Tip: All members will be selected by default. By selecting multiple members, this allows the appointing party to authorise the multiple appointments in a single click.</p> <p>11. Click “Send” to send the appointment request via email to the developer.</p> <p>12. Inform the developer / licensed builder to authorise the appointments – they can either check their email for the link or log in to the portal and go to the bell notifications.</p>
--	---

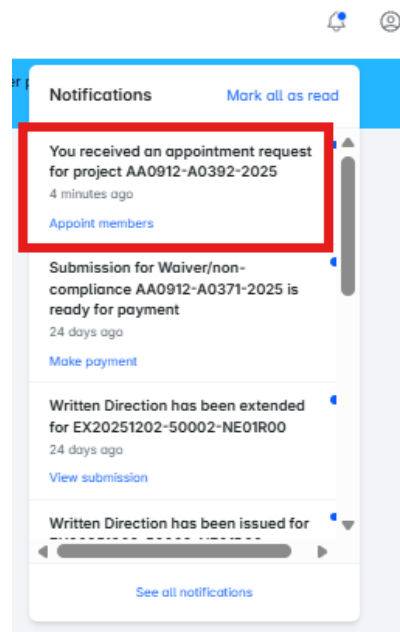
Email received by developer:



Appoint members (action by developer / licensed builder)

13. The appointer (developer / licensed builder) would receive an email and bell notification on the portal to appoint the selected members. Clicking the link would bring them to the member appointment page.

Bell notification on developer's submission portal page:



Pending developer 3 Confirmed


Select members to appoint

Appoint selected members

<input checked="" type="checkbox"/>	NAME	ROLE	FOR SUBMISSIONS TO	TO BE APPOINTED BY	STATUS
<input checked="" type="checkbox"/>	Archie Teng A0912	Architect	<ul style="list-style-type: none"> BCA SCDF URA LTA NEA NParks PUB 	MOCK FIRM 430P Developer (Organisation)	Pending developer
<input checked="" type="checkbox"/>	Eugene Chia E8431	Professional Engineer (Civil)	<ul style="list-style-type: none"> BCA LTA PUB URA NEA NParks SCDF 	MOCK FIRM 430P Developer (Organisation)	Pending developer
<input checked="" type="checkbox"/>	Mandon Ng E8610	Professional Engineer (Mechanical)	<ul style="list-style-type: none"> BCA LTA NEA PUB SCDF 	MOCK FIRM 430P Developer (Organisation)	Pending developer

14. The developer is to select the members to be appointed.

15. Click on “Appoint selected members”.

<p>Select members to be appointed for submissions to the relevant agencies</p> <p>AGENCY Building and Construction Authority (BCA) </p> <div data-bbox="517 341 1274 453"> <input checked="" type="checkbox"/> Archie Teng Registration no. A0912 Architect </div> <div data-bbox="517 469 1274 549"> <p>RESPONSIBILITY</p> <p>Building Plan submissions and supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> </div> <div data-bbox="517 580 1274 995"> <input checked="" type="checkbox"/> Eugene Chia Registration no. E8431 Professional Engineer (Civil) </div> <div data-bbox="517 692 1274 979"> <p>RESPONSIBILITY</p> <p>Structural Plan submissions and/or supervision of building works in accordance to the Building Control Act 1989 and its Regulations</p> <ul style="list-style-type: none"> To prepare the plans of the following structural works in the Building Works under Section 8(1)(a) of the Building Control Act 1989 <ul style="list-style-type: none"> All structural works including demolition To supervise the carrying out of the following structural works in the Building Works under Section 8(1)(b) of the Building Control Act 1989 <ul style="list-style-type: none"> All structural works including demolition <p>Hide details</p> </div> <div data-bbox="517 1027 1274 1294"> <input checked="" type="checkbox"/> Mandon Ng Registration no. E8610 Professional Engineer (Mechanical) </div> <div data-bbox="517 1139 1274 1294"> <p>RESPONSIBILITY</p> <p>Submissions involving electrical and mechanical engineering works in accordance to the Building Control Act 1989 and its Regulations</p> <ul style="list-style-type: none"> To submit the design score for the building undergoing major energy-use change under Section 22FB of the Building Control Act 1989 and the Building Control (Environmental Sustainability Measures for Existing Buildings) Regulations 2013 </div>	<p>16. All the responsibilities pending appointment will be selected by default. Uncheck any responsibilities selected where applicable.</p> <p>17. Click “Confirm” to confirm appointment.</p>
---	---

My projects > Project overview (AA0912-A0392-2025) > Project members

Project members

Steps required before project members can create, edit and declare for submissions

The appointment process ensures correct access to the respective parts of the submission

- 1 Add member**
Project Coordinator to add members to the project and assign them roles
- 2 Add responsibilities**
Project Coordinator to add responsibilities to assign members (e.g.: other QPs) to relevant scopes of works or agency submissions
- 3 Appoint member**
Project Coordinator to consolidate all pending appointments and send an appointment request to the developer or builder

[Go to member appointments](#)

List of project members Add member

NAME	ROLE	STATUS	ACTIONS
Archie Teng	Architect (Project coordinator)	Appointed	View
Eugene Chia	Professional Engineer (Civil)	Appointed	View
Mandon Ng	Professional Engineer (Mechanical)	Appointed	View
MOCK FIRM 430P	Developer (Organisation)	Added	View firm information

18. If the members are successfully appointed, their status will be reflected as “Appointed” under the Project members page.

10. Applying for a Pre-Submission Consultation


[My projects](#) > Project overview (AA0912-A0371-2025)


Project overview


Created by Archie Teng on 18 November 2025


PROJECT REFERENCE NO.
AA0912-A0371-2025


Gateway submission process

**Submission workspace**
Prepare project submissions

**Project members**
View and add members

**Member appointments**
Appoint members for relevant scopes of works

**Make payment**
Add and pay for multiple payments

**Site inspection booking**
Create and manage bookings

Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.
2. Click on “Submission Workspace” to initiate a submission.

My projects > Project overview (AA0912-A0371-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process

Guided process to obtain the required agency clearances for your project

- Design gateway
Start your submission process with a plan application (Design gateway) for plans approval
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions

Create and manage your submissions

Search by submission or ES no.
Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter
Filter by agency, status etc

Create submission

3. The submission workspace dashboard reflects the stage your project is at.

Note: In this example, we are at the Design Gateway (DG)

4. Click on “Create Submission”.

Note: If no submissions have been made, any member can proceed to create one.

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<div><h3>Select submission</h3><p>Only applicable submissions will be made available for selection</p><p>Submission category</p><div>Pre-submission consultation</div><p>Submission</p><div>Pre-submission consultation on agency specific requirements</div><p>Agency</p><div>Building and Construction Authority (BCA)</div><p>Agency category</p><div>Building design</div><p>Submission coordinator</p><div>ARCHIE TENG - A0912 (Architect)</div><div><div>Cancel</div><div>Next</div></div></div>	<ol style="list-style-type: none">5. Select “Pre-submission consultation”.6. Select the submission type, agency and category. <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.</p> <ol style="list-style-type: none">7. Click “Next”
--	--

Create submission									
Please read the below instructions before proceeding.									
<table border="1"><thead><tr><th colspan="2">Submission details</th></tr></thead><tbody><tr><td>Submission</td><td>Pre-submission consultation on agency specific requirements</td></tr><tr><td>Agency</td><td>Building & Construction Authority (BCA)</td></tr><tr><td>Agency Category</td><td>Building design</td></tr></tbody></table>		Submission details		Submission	Pre-submission consultation on agency specific requirements	Agency	Building & Construction Authority (BCA)	Agency Category	Building design
Submission details									
Submission	Pre-submission consultation on agency specific requirements								
Agency	Building & Construction Authority (BCA)								
Agency Category	Building design								
Instructions <p>This pre-submission consultation item(s) will be made to the agency(s) for the aspects which you have shown above.</p> <p>Once you proceed, only you and your assistant (if any) will be allowed access to edit and submit this application.</p> <p>Please note that once a response has been issued by the agency(s), a new application is required if you wish to follow up or supplement details on any issues.</p>									
← Back	Cancel Create								

8. Review submission details and click “Create”.

Note: Only the submission coordinator and his or her assistant can edit and submit this submission.

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 3:30pm, 2 December 2025

+

Submission created

2 December 2025

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Pre-submission consultation on agency specific requirements

Submission stage

New Submission

Last saved

3:30pm, 2 December 2025

Edit

SUBMISSION

Pre-submission consultation on agency specific requirements

AGENCY

BCA (Building design)

SUBMISSION STAGE

New Submission

STATUS

Draft

[What is submission status?](#)

E-SUBMISSION NO.

-

[View all members](#)

Actions

[View responses](#)

[View submission activity](#)

[Delete submission](#)

9. A pre-submission consultation will be created. At the start, its submission status will be reflected as “draft”.

10. The Submission Coordinator can click on “Edit” to fill in the details and upload documents.

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Project information

Details

Last saved on - **Draft**

Relevant ES (if applicable)

Topic of consultation 0/500

Description of consultation 0/1000

Upload documents
Upload all the supporting documents and ensure all files are tagged accordingly

☒ Others (optional)

Drag and drop files here or [select files](#)

Each file cannot exceed 1 GB.

[Back](#) [Save section as draft](#) [Review section](#)

SUBMISSION
Pre-submission consultation on agency specific requirements

SUBMISSION STAGE
New Submission

AGENCY
BCA (Building design)

APPOINTED PROJECT PARTY
Archie Teng
Architect
[Submission coordinator](#)

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

[View files](#)

Completing the Pre-Submission Consultation Form

11. The assigned QP can click on the “Details” section to fill in the details and upload required documents.
12. It is recommended for users to “save section as draft” to prevent data loss.
13. Once this section is finalised, click on “Review section”.

Payment and Fees

14. No fees are to be paid.

My projects

>

Project overview (AA0912-A0371-2025)

>

Submission workspace

>

View submission timeline

View submission timeline

Last updated on 3:34pm, 2 December 2025

Submission is submitted to regulatory agency

2 December 2025

Submission is submitted to the regulatory agency. A response will be issued if applicable.

View submission

Pre-submission consultation on agency specific requirements

Agency

Building & Construction Authority (BCA)

Submission status

Submitted

Processing officer

Details are not available yet

Submission created

2 December 2025

SUBMISSION

Pre-submission consultation on agency specific requirements

AGENCY

BCA (Building design)

SUBMISSION STAGE

New Submission

STATUS

Submitted

What is submission status?

E-SUBMISSION NO.

EX20251202-50001-BC01R00

View all members

Actions

View responses

View submission activity

Withdraw submission

15. Upon successful submission, the status will be reflected as “Submitted”.

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 3:34pm, 2 December 2025

✓ **Response issued**

2 December 2025

Response issued by agency

[View submission](#)

Pre-submission consultation on agency specific requirements

Agency	Building & Construction Authority (BCA)
Submission status	Response issued
Response issued	View responses

📁 **Submission is submitted to regulatory agency**

2 December 2025

📄 EX20251202-50001-BC01R00

➕ **Submission created**

2 December 2025

SUBMISSION

Pre-submission consultation on agency specific requirements

AGENCY

BCA (Building design)

SUBMISSION STAGE

New Submission

STATUS

Response issued

[What is submission status?](#)

E-SUBMISSION NO.

EX20251202-50001-BC01R00

[View all members](#)

Actions

View responses

[View submission activity](#)

After Issuance of Agency Response

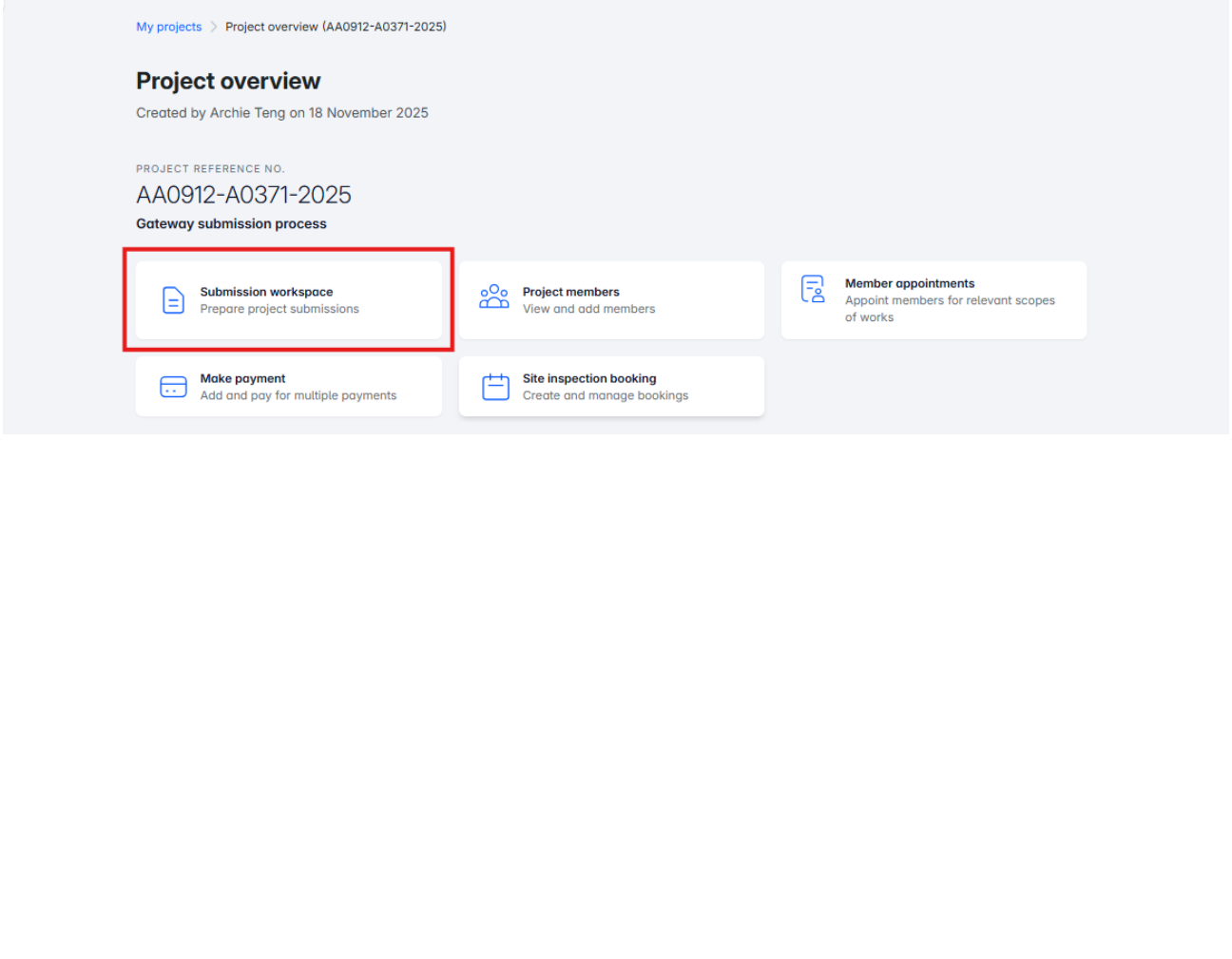
16. You will be notified via email when a response has been issued.

17. The submission status will now be reflected as “Response issued”.

18. You may download the agency responses by clicking on “View Responses”.

11. Submitting for Demolition

11.1 Creating a Submission

 <p>The screenshot displays the 'Project overview' page for project AA0912-A0371-2025. It includes a 'Gateway submission process' section with five options: 'Submission workspace' (highlighted with a red box), 'Project members', 'Member appointments', 'Make payment', and 'Site inspection booking'. The 'Submission workspace' option is described as 'Prepare project submissions'.</p>	<ol style="list-style-type: none">1. An application for full demolition can be made before main application for new proposed works. This is to support projects that plan to commence demolition works prior to firming up the inputs and details for the proposed new works. This submission will be routed to BCA and URA for joint processing. Demolition application fees will apply for both agencies.2. This application can also be made after the main application has been approved. If a valid URA clearance has already been obtained through the main application (Design Gateway/ Direct Submission Process), application to URA in this “Demolition application” is not
--	---

required again. URA need not be selected under the list of applicable agencies under this submission (see item 10).

3. Go to the “Project Overview” page.

4. Click on “Submission Workspace”.

5. Click on “Create submission”.

All submissions

Create and manage your submissions

Create submission

SUBMISSIONS	STATUS	AGENCY	LAST UPDATED	ACTIONS
Plan application -	New Submission - Draft	All	13 Mar 2024	View
Submission of documents -	New Submission - Draft	PUB(Drainage)	13 Mar 2024	View

1-2 of 2 results

< >

Select submission

Only applicable submissions will be made available for selection

Submission category

Plan application (Gateways/Direct Submission/Full demolition)

Submission

Full demolition application

Plan application (Design gateway)

Plan application (Piling gateway)

Plan application (Construction gateway)

Plan application (External works)

Full demolition application

Cancel

Next

6. Select “Plan application”.

7. Under Submission, select “Full demolition application”.

8. Click “Next”.

Create submission

Please read the below instructions before proceeding.

Submission details

Submission	Full demolition application
------------	-----------------------------

Instructions

This is an application for the demolition of an entire building. For partial demolition, please apply through plan application as part of your proposed new works.

This submission requires the appointed project parties to jointly prepare and submit the application to all regulatory agencies in a single submission.

To ensure smooth application, please ensure all relevant QPs have been appointed by the developer/builder (where applicable) as only appointed project parties may edit the relevant section(s). As the overall coordinator for this submission, the submission coordinator will need to ensure that the joint submission is ready before the system prompts the respective QPs for their declaration(s).

Please take note that the submission will only be considered accepted after payment is made.


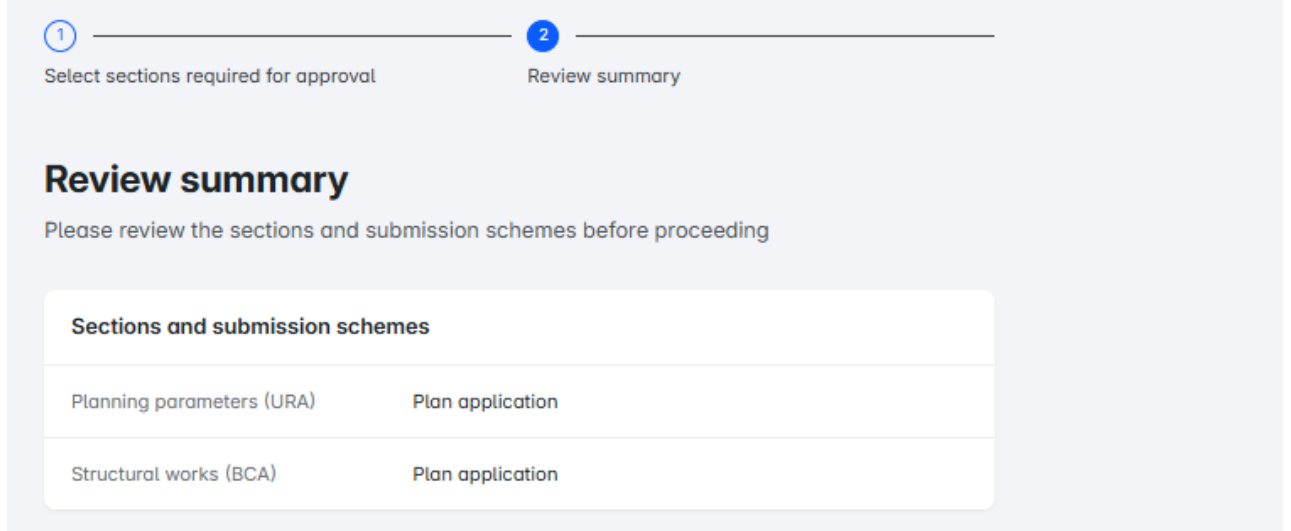
In the next few pages, you will:

1. Select sections required for approval
2. Review summary and create submission

Cancel

Next

9. Review the information and click “Next”.

 <p>The screenshot shows a progress bar at the top with two steps: '1 Select sections required for approval' (active) and '2 Review summary'. Below the progress bar, the heading 'Select sections required for approval' is followed by the instruction 'Determine the relevant agencies for approval of the proposed building works'. Two checkboxes are visible, both of which are checked: 'Planning parameters (URA)' and 'Structural works (BCA)'.</p>	<p>10. Select sections required for approval – see item 2 for more information.</p>						
 <p>The screenshot shows a progress bar at the top with two steps: '1 Select sections required for approval' and '2 Review summary' (active). Below the progress bar, the heading 'Review summary' is followed by the instruction 'Please review the sections and submission schemes before proceeding'. A table titled 'Sections and submission schemes' is displayed, listing the selected sections and their corresponding submission schemes.</p> <table border="1"><thead><tr><th colspan="2">Sections and submission schemes</th></tr></thead><tbody><tr><td>Planning parameters (URA)</td><td>Plan application</td></tr><tr><td>Structural works (BCA)</td><td>Plan application</td></tr></tbody></table>	Sections and submission schemes		Planning parameters (URA)	Plan application	Structural works (BCA)	Plan application	<p>11. Review information and click on “Create Submission”.</p>
Sections and submission schemes							
Planning parameters (URA)	Plan application						
Structural works (BCA)	Plan application						

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 4:26pm, 1 January 2026

Submission created

1 January 2026

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Full demolition application

Submission stage

New Submission

Last saved

4:26pm, 1 January 2026

Edit

SECTION	ASSIGNED PROJECT PARTY
Demolition information	<div>Archie Teng</div> <div>Architect</div> <div><div></div>Submission coordinator</div>
Planning parameters	<div><div></div>No assigned project party</div> <div>Please assign a project party to this section</div>
Structural works	<div><div></div>No assigned project party</div> <div>Please assign a project party to this section</div>

SUBMISSION

Full demolition application

SUBMISSION STAGE

New Submission

STATUS

Draft

[What is submission status?](#)

E-SUBMISSION NO.

-

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

[Delete submission](#)

12. Click “Edit” to fill in the application form.

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Demolition information

Planning parameters

Building control

Plans

Fee computation

Demolition information

Last saved on -
Draft

PROJECT REFERENCE NO.
AA0912-A0392-2025

Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.

Project details

Development type

Healthcare

Building works

New erection (including reco...

Project title

New erection of healthcare institution (sample)

SUBMISSION
Full demolition application

SUBMISSION STAGE
New Submission

ASSIGNED PROJECT PARTY
Archie Teng
Architect
Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

[View files](#)

Input Demolition Information
(action by Project Coordinator / Assistant)

13. Click on the “Demolition Information” section and fill in the particulars. **Ensure that these details are accurate as they would be used to generate the fees applicable to demolition (to both URA and BCA).**

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Building details

Is there a [specified building](#)?

☒ Yes

Total height of specified building(s)

metre

☐ No

Total no. of storey(s) to be demolished

Indicate block(s) to be demolished in the development

[+ Add block](#)

Project address

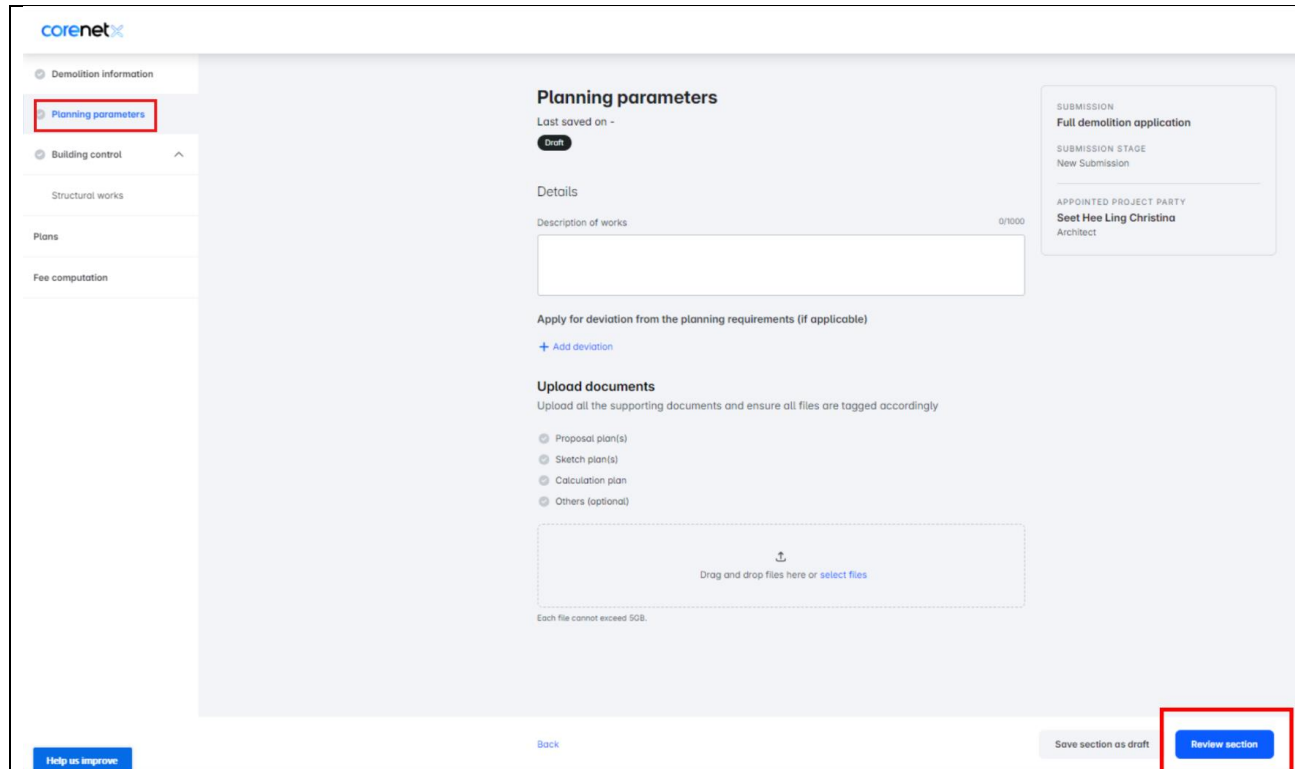
Formatted address

BUILDING NAME	POSTAL CODE	ROAD NAME	HOUSE/ BLOCK NO.	ACTIONS
BUILDING AND	608550	JURONG	52	Edit

[Back](#)[Save section as draft](#)[Review section](#)

14. Add blocks to be demolished.

15. If all inputs are in order, click on “Review section” to lock the inputs for review.



The screenshot shows the 'Planning parameters' section of the corenetX application. On the left is a sidebar with navigation links: 'Demolition information', 'Planning parameters' (highlighted with a red box), 'Building control', 'Structural works', 'Plans', and 'Fee computation'. The main content area is titled 'Planning parameters' and shows 'Last saved on -' with a 'Draft' status. Below this is a 'Details' section with a 'Description of works' text area (0/1000) and a link to '+ Add deviation'. The 'Upload documents' section instructs users to upload supporting documents and lists options: 'Proposal plan(s)', 'Sketch plan(s)', 'Calculation plan', and 'Others (optional)'. A file upload area with a dashed border and a download icon is provided, with a note 'Each file cannot exceed 5GB.' and a link to 'select files'. At the bottom right, there are two buttons: 'Save section as draft' and 'Review section' (highlighted with a red box). A 'Help us improve' button is located at the bottom left of the main content area.

Input planning parameters section (action by QP appointed for URA responsibilities)

16. Input the planning parameters

corenetX

Demolition information

Planning parameters

Building control

Structural works

Plans

Fee computation

Structural works

Last saved on -

Draft

Structural information

Does the project involve [complex building structure\(s\)](#)?

☐ Yes

☐ No

Is [seismic design](#) required?

☐ Yes

☐ No

Are alternative solution(s) adopted?

☐ Yes

☐ No

Are vehicular bridge, viaduct/flyover and traffic decking applicable?

☐ Yes

☐ No

Are Prefabricated Prefinished Volumetric Construction (PPVC) structures applicable?

☐ Yes

☐ No

Are [specialist works](#) involved?

☐ Yes

☐ No

Is this submission arising from earlier submission(s) to Enforcement & Structural Inspection Department (ESID)?

☐ Yes

☐ No

[Back](#)

[Save section as draft](#)

Review section

[Help us improve](#)

SUBMISSION
Full demolition application

SUBMISSION STAGE
New Submission

APPOINTED PROJECT PARTY
Brian Phua
Professional Engineer (Civil)

**Input Building Control section
(action by QP appointed for BCA
structural works
responsibilities for demolition)**

17. Complete the form.

11.2 Review Computation of Fees

corenetX

Demolition information

Planning parameters

Building control

Plans

Fee computation

Review payable plan processing fees with breakdown by agency

TOTAL PAYABLE FEE
SGD 400.00

Cost breakdown by agency

AGENCY
Building and Construction Authority (BCA)

APPLICATION FEE
Full demolition application
Total no. of storey(s) to be demolished: 2 storey

Subtotal 400.00

Total plan fee payable (SGD) 400.00

SUBMISSION
Full demolition application
SUBMISSION STAGE
New Submission

Review Fees for Demolition Application

1. Select the “Fee computation” tab.

Note: All project members including developers can view the expected plan fee payment. Please note that the fees will be updated as the QPs fill in the form in the various subsections. The final accurate fee will be displayed when all the related fields are filled in under the “ready to review” mode.

2. When the submission has been declared and is in “pending payment” stage, the entry point for fees payable to each agency will be shown in the submission workspace. Payment is to be made to each individual agency separately.

11.3 Making Declarations

Demolition information

Planning parameters

Building control

Plans

Fee computation

Plans

Plans reflected here are provided by the appointed project parties for the applicable sections when section is ready for review.

Planning parameters

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Proposal/Sketch Plan/Diagrammati... testfile.docx (13.78 KB)	4:31pm, 1 Jan 2026	Archie Teng	Download

Building control

[Back](#)

[Proceed to declaration by QP\(s\)](#)

Proceed to Declarations (action by Project Coordinator / Project Coordinator Assistant)

- A green tick will appear beside completed sections.

Note: Project Coordinator / Assistant will receive notifications when a section is completed as well.

- After all sections in a form have been completed by all assigned QPs, the Project Coordinator is to trigger declaration for all QPs by clicking on “Proceed to declaration by QP(s)”.

Note: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed. This is to ensure that all parties are declaring on the same set of finalised inputs for proper accountability.

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 4:33pm, 1 January 2026

Pending declaration by appointed project party(s)
1 January 2026
Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

Full demolition application

Submission stageNew Submission
Reviewed on4:33pm, 1 January 2026

[Revert submission to draft](#)
[View](#)

DECLARATION	APPOINTED PARTY	STATUS	
Planning parameters Planning Act	Archie Teng Architect	Pending	⋮
Structural works Building Control Act	Eugene Chia Professional Engineer (Civil)	Pending	⋮

Submission created
1 January 2026

SUBMISSION
Full demolition application

SUBMISSION STAGE
New Submission

STATUS
Pending declaration

What is submission status?

E-SUBMISSION NO.
-

[View all members](#)

Actions
[Assign project party](#)
[Edit sections and schemes](#)
[View responses](#)
[View submission activity](#)
[Delete submission](#)

3. The status of the submission in the “Submission Workspace” will be updated to “Pending declaration”.

4. An email will be sent to all Qualified Persons to inform them to make their declarations (see step 6).

5. Project Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

Note: If revisions are needed, the project coordinator can click on the “Revert submission to draft” button to return the submission to draft status for necessary edits.

Demolition information

Planning parameters

Building control

Plans

Fee computation

Planning parameters

Last saved on 4:31pm, 1 January 2026 by Archie Teng

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Details

Description of works

test

Apply for deviation from the planning requirements (if applicable)

No item(s) added

Back

Revert to draft

Declare for submission

SUBMISSION

Full demolition application

SUBMISSION STAGE

New Submission

ASSIGNED PROJECT PARTY

Archie Teng

Architect

Submission coordinator

SUBMISSION SCHEME

-

Documents

Submit Declarations (by assigned Project Parties)

6. As the assigned project party, review all information and proceed by clicking on “Declare for submission”.

Declaration under Planning Act

I declare that:

- ✓ The information contained in the forms, documents, drawings and plans which are submitted for this application are true and correct in all material particulars
- ✓ The plans do not deviate from the plans submitted to the rest of the regulatory agencies in the joint submission
- ✓ Landowner's consent has been obtained

I declare that:

- ✓ I am the qualified person appointed to make the application for planning permission or conservation permission for the Proposal (as set out in the Proposal Details section of this submission) under section 13 of the Planning Act (Cap. 232) ("the Act");
- ✓ I have prepared the plans of the development; and/or works within conservation area submitted with this application for planning permission or conservation permission in accordance with the duties of a qualified person under section 24A(1) of the Act;
- ✓ I have taken all reasonable steps and exercised due diligence to ensure that the plans were prepared in accordance with:
 - the provisions of the Act;
 - where applicable, any conditions and requirements imposed by the Competent Authority in any outline permission or provisional permission for the development or works, or existing written permission, granted in respect of the land;
 - all relevant guidelines of the Competent Authority; and
 - all other requirements, if any, specified by the Competent Authority in respect of this application.

Except for the deviation(s) which I have sought for waiver(s) for this submission as set out in the preceding section on Planning Parameters; and the deviation(s) which I have already obtained the approval in writing of the Competent Authority prior to this submission.

I acknowledge that the information (including details on the applicant's name and address) will be used in official correspondence, including decision notices (e.g. Written Permissions) issued by the Competent Authority. Where amendments to details contained in the decision notices are required due to wrong information provided in the application, I accept that such changes cannot be made unless a formal amendment application (with payment of the required fees) is submitted to and duly processed by the Competent Authority.

Declaration By

Name	Archie Tong
Role	Architect
Firm name	MOCK FIRM 430P
UEN	S85ER7430P

DATE

1 January 2026

[Cancel](#)

[Declare and Submit](#)

7. The QP will be brought to the declaration page. Click on "Declare and Submit".

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Submission workspace](#)

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process

Guided process to obtain the required agency clearances for your project

- Design gateway
Start your submission process with a plan application (Design gateway) for plans approval
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions

Create and manage your submissions

[Create submission](#)

Search by submission or ES no.

Filter

Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter by agency, status etc

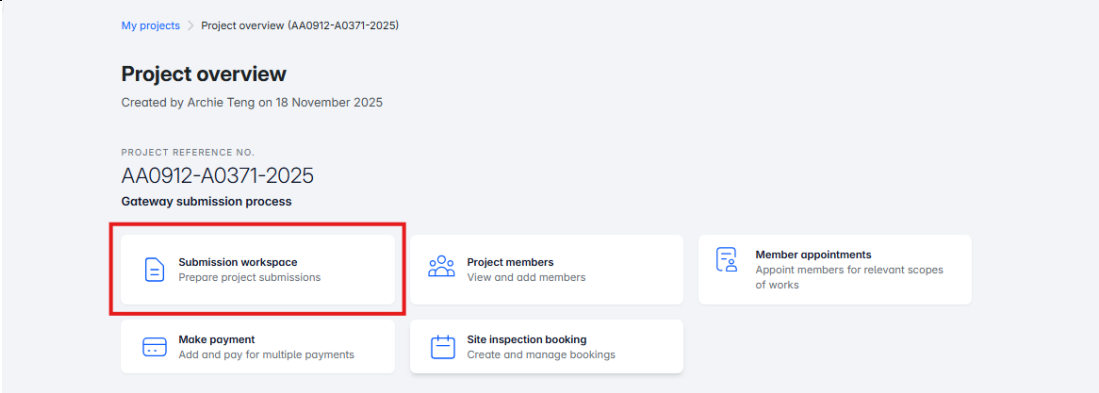
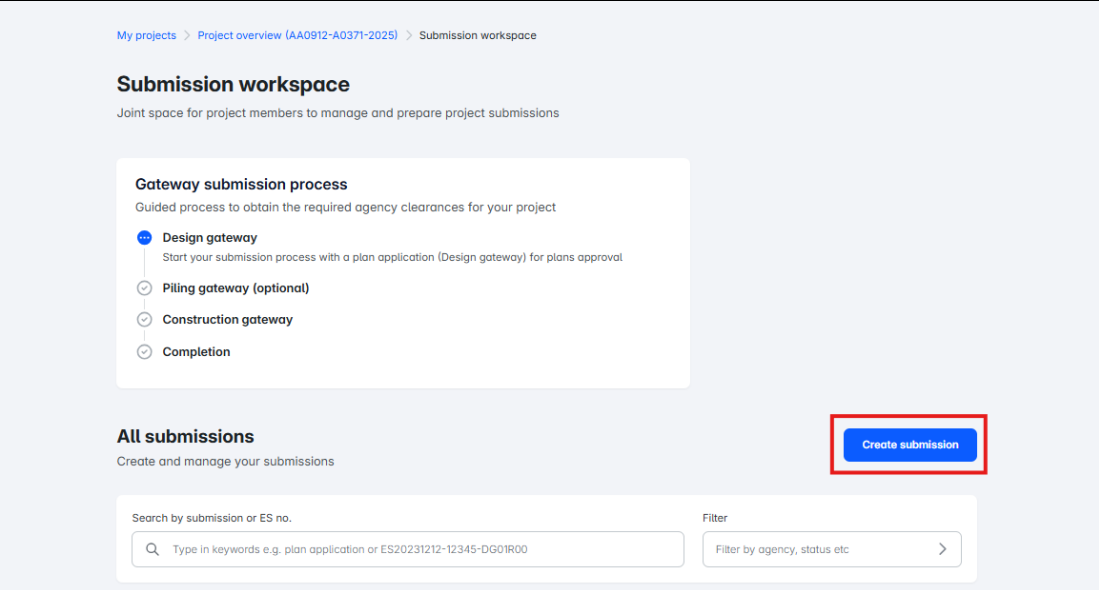
SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Full demolition application -	New Submission EX20260101-50001-JS01R00 Pending payment	All	1 Jan 2026	View

8. After all QPs have made their declarations, the submission status will be updated to “Pending Payment”.

9. Proceed to make payment by following the steps in [Section 13](#).

12. Submitting for Design Gateway / Piling Gateway / Construction Gateway / Direct Submission Process

12.1 Creating a Submission

 <p>My projects > Project overview (AA0912-A0371-2025)</p> <p>Project overview Created by Archie Teng on 18 November 2025</p> <p>PROJECT REFERENCE NO. AA0912-A0371-2025</p> <p>Gateway submission process</p> <p>Submission workspace Prepare project submissions</p> <p>Project members View and add members</p> <p>Member appointments Appoint members for relevant scopes of works</p> <p>Make payment Add and pay for multiple payments</p> <p>Site inspection booking Create and manage bookings</p>	<ol style="list-style-type: none"> 1. Go to the “Project Overview” page. 2. Click on “Submission Workspace” to initiate a submission.
 <p>My projects > Project overview (AA0912-A0371-2025) > Submission workspace</p> <p>Submission workspace Joint space for project members to manage and prepare project submissions</p> <p>Gateway submission process Guided process to obtain the required agency clearances for your project</p> <ul style="list-style-type: none"> Design gateway Start your submission process with a plan application (Design gateway) for plans approval Piling gateway (optional) Construction gateway Completion <p>All submissions Create and manage your submissions</p> <p>Create submission</p> <p>Search by submission or ES no. Type in keywords e.g. plan application or ES20231212-12345-DG01R00</p> <p>Filter Filter by agency, status etc</p>	<ol style="list-style-type: none"> 3. The submission workspace dashboard reflects the stage your project is at. <p>Note: In this example, we are at the Design Gateway (DG)</p> <ol style="list-style-type: none"> 4. Click on “Create Submission”. <p>Note: If no submissions have been made, any member can proceed to create one.</p>

If your project is going through the Gateway Process, these are the options you will see:

The screenshot shows a web form titled "Select submission" with the subtitle "Only applicable submissions will be made available for selection". It contains two dropdown menus. The first, "Submission category", has the option "Plan application (Gateways/Direct Submission/Full demolition)" selected. The second, "Submission", has a dropdown menu open showing several options: "Plan application (Design gateway)" (highlighted in blue), "Plan application (Piling gateway)", "Plan application (Construction gateway)", "Plan application (External works)", and "Full demolition application". At the bottom right of the form are "Cancel" and "Next" buttons.

If your project is going through the Direct Submission Process, these are the options you will see:

The screenshot shows a web form titled "Select submission" with the subtitle "Only applicable submissions will be made available for selection". It contains two dropdown menus. The first, "Submission category", has the option "Plan application (Gateways/Direct Submission/Full demolition)" selected. The second, "Submission", has a dropdown menu open showing three options: "Plan application (Direct Submission Process)" (highlighted in grey with a mouse cursor icon), "Plan application (External works)", and "Full demolition application".

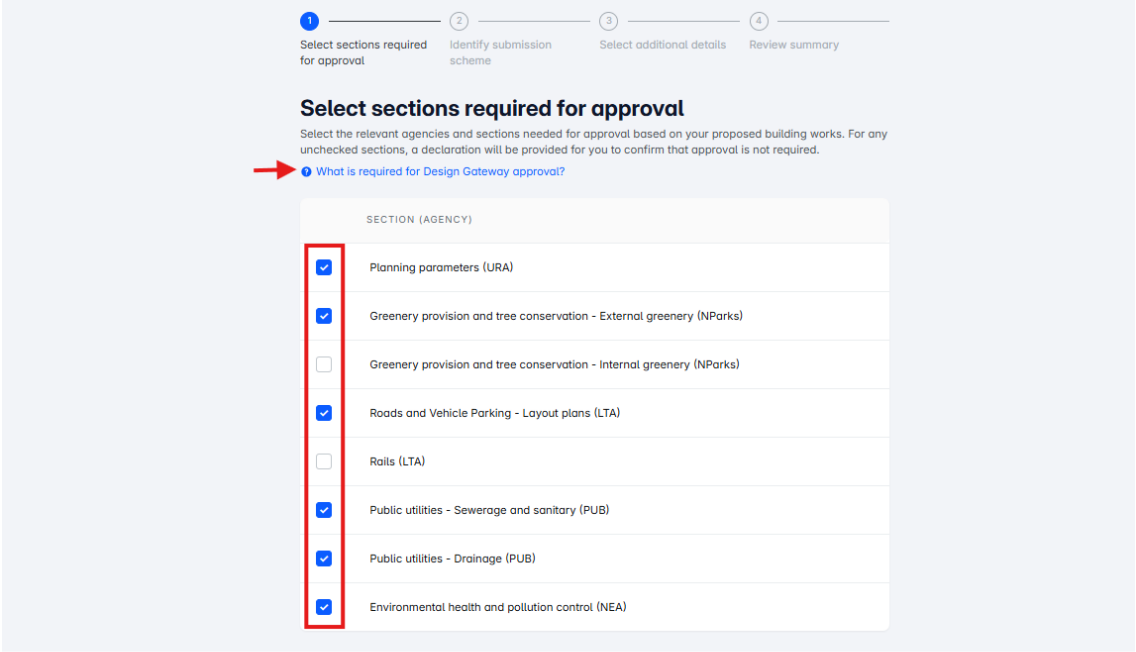
5. Select "Plan application".

6. Select the correct submission type.

Note: The project member creating this submission will be assigned the role of Submission Coordinator for this submission.

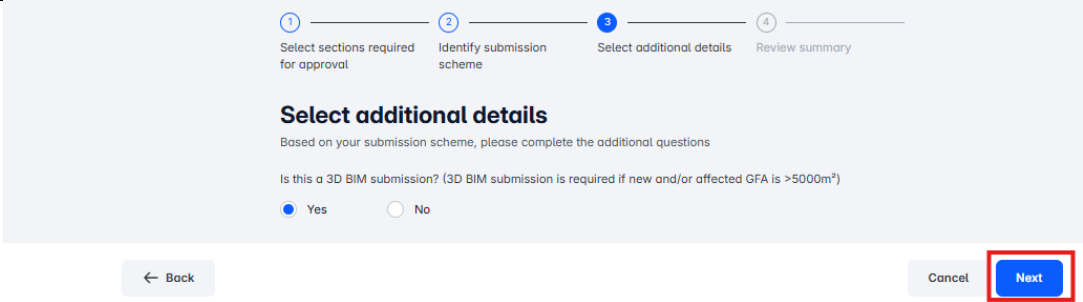
7. Click "Next".

<div><h3>Create submission</h3><p>Please read the below instructions before proceeding</p><div><h4>Submission details</h4><table><tr><td>Submission</td><td>Plan application (Design gateway)</td></tr></table></div><h4>Instructions</h4><p>This submission requires the appointed project parties to jointly prepare and submit the application to all regulatory agencies in a single submission.</p><p>To ensure smooth application, please ensure all relevant QPs have been appointed by the developer/builder (where applicable) as only appointed project parties may edit the relevant section(s). As the overall coordinator for this submission, the Project Coordinator will need to ensure that the joint submission is ready before the system prompts the respective QPs for their declaration(s).</p><p>Please take note that the submission will only be considered accepted after payment is made.</p><div>← BackCancelNext</div></div>	Submission	Plan application (Design gateway)	<p>8. Review submission details and click “Next”.</p> <p>Note: There will be a Submission Coordinator assigned for joint submissions (involving more than 1 project member).</p> <p>Refer to Section 1.3 for the responsibilities of the Submission Coordinator.</p>
Submission	Plan application (Design gateway)		

 <p>Select sections required for approval</p> <p>Select the relevant agencies and sections needed for approval based on your proposed building works. For any unchecked sections, a declaration will be provided for you to confirm that approval is not required.</p> <p>→ What is required for Design Gateway approval?</p> <table border="1"><thead><tr><th colspan="2">SECTION (AGENCY)</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/></td><td>Planning parameters (URA)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Greenery provision and tree conservation - External greenery (NParks)</td></tr><tr><td><input type="checkbox"/></td><td>Greenery provision and tree conservation - Internal greenery (NParks)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Roads and Vehicle Parking - Layout plans (LTA)</td></tr><tr><td><input type="checkbox"/></td><td>Rails (LTA)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Public utilities - Sewerage and sanitary (PUB)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Public utilities - Drainage (PUB)</td></tr><tr><td><input checked="" type="checkbox"/></td><td>Environmental health and pollution control (NEA)</td></tr></tbody></table> <p>← Back Cancel Next</p>	SECTION (AGENCY)		<input checked="" type="checkbox"/>	Planning parameters (URA)	<input checked="" type="checkbox"/>	Greenery provision and tree conservation - External greenery (NParks)	<input type="checkbox"/>	Greenery provision and tree conservation - Internal greenery (NParks)	<input checked="" type="checkbox"/>	Roads and Vehicle Parking - Layout plans (LTA)	<input type="checkbox"/>	Rails (LTA)	<input checked="" type="checkbox"/>	Public utilities - Sewerage and sanitary (PUB)	<input checked="" type="checkbox"/>	Public utilities - Drainage (PUB)	<input checked="" type="checkbox"/>	Environmental health and pollution control (NEA)	<p>Select sections for approval</p> <p>9. Select the applicable sections required for approval by clicking on the check boxes.</p> <p>10. You may return to this page under “Edit Sections and Schemes” later as you are filling up the form, but any changes made in the selection affecting the agency will refresh the affected subsection and may require the form fields to be input again.</p> <p>Note: Submissions to all agencies may not be required depending on the extent of works in the proposal, or due to prescribed exemptions.</p>
SECTION (AGENCY)																			
<input checked="" type="checkbox"/>	Planning parameters (URA)																		
<input checked="" type="checkbox"/>	Greenery provision and tree conservation - External greenery (NParks)																		
<input type="checkbox"/>	Greenery provision and tree conservation - Internal greenery (NParks)																		
<input checked="" type="checkbox"/>	Roads and Vehicle Parking - Layout plans (LTA)																		
<input type="checkbox"/>	Rails (LTA)																		
<input checked="" type="checkbox"/>	Public utilities - Sewerage and sanitary (PUB)																		
<input checked="" type="checkbox"/>	Public utilities - Drainage (PUB)																		
<input checked="" type="checkbox"/>	Environmental health and pollution control (NEA)																		

	<p>Tip: If you are not sure which sections are required for regulatory approval, click on “What is required for Design Gateway approval” for agency specific details. Alternatively, submit a pre-submission consultation to the agency for further clarification.</p> <p>11. Click “Next” to proceed.</p>
--	---

<div><div><div>1</div><div>Select sections required for approval</div></div><div><div>2</div><div>Identify submission scheme</div></div><div><div>3</div><div>Select additional details</div></div><div><div>4</div><div>Review summary</div></div></div> <div><h3>Identify submission scheme</h3><p>Complete the following questions to identify the submission scheme for required sections. Upon answering, the applicable submission scheme will be indicated under each agencies' section for your review. To remove or add sections, select 'back' to return to the previous page.</p><p>What are submission schemes?</p><h4>Planning parameters (URA)</h4><p>Submission scheme at Design Gateway</p><div>Plan application</div><p>Does your development proposal qualify for one of the lodgement schemes?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><hr/><h4>Greenery provision and tree conservation (NParks)</h4><p>Submission scheme at Design Gateway</p><div>Plan application</div><p>NParks only supports plan application scheme</p><hr/><h4>Roads (LTA)</h4><p>Submission scheme at Design Gateway</p><div>Plan application</div><p>Is the development type landed residential or farm development?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><p>Is the development affected by the road reserve line?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><p>Are there any external works within road reserve (excluding access widening)?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><p>Are there non-compliances in meeting the recommended clear width of access and turning kerb radius?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><hr/><h4>Rails (LTA)</h4><div><div><div></div></div><div>In the previous step, you marked this section as not required for approval</div></div></div> <div><div>← Back</div><div>Cancel</div><div>Next</div></div>	<h3>Identify Submission Scheme</h3> <p>12. At this page, provide inputs to the list of questions.</p> <p>13. Based on your inputs, the applicable submission schemes will be selected for your project. For example, having selected URA earlier, you may be eligible for a lodgement scheme.</p> <p>Note: Two types of submission schemes exist: 'Plan Application' and 'Lodgement/Self-Declaration/Simplified Submission'.</p> <p>14. Click “Next” to proceed.</p> <p>Tip: All indicated information can still be edited.</p>
--	---

	<p>Select additional details</p> <p>15. Proceed to select additional details.</p> <p>16. If 3D BIM submission applies to your project, select 'Yes'. A coordinated BIM (IFC+SG) will be mandatory for submission. This will apply to projects with a total GFA >5000m².</p> <p>17. Click "Next" to proceed.</p>
--	--

1

Select sections required for approval

2

Identify submission scheme

3

Select additional details

4

Review summary

Review summary

Please review the sections and submission schemes before proceeding

Sections and submission schemes	
Planning parameters (URA)	Plan application
Greenery provision and tree conservation - External greenery (NParks)	Plan application
Greenery provision and tree conservation - Internal greenery (NParks)	Section indicated as not required for approval If section is required, please edit sections and schemes
Roads and Vehicle Parking - Layout plans (LTA)	Plan application
Rails (LTA)	Section indicated as not required for approval If section is required, please edit sections and schemes
Public utilities - Sewerage and sanitary (PUB)	Plan application
Public utilities - Drainage (PUB)	Plan application
Environmental health and pollution control (NEA)	Plan application

← Back

Cancel

Create submission

Review summary

18. Review the summary of submission schemes and sections indicated previously.

Note: In this example, sections such as LTA Rails were not selected earlier and will be marked as not required for approval.

19. If all is order, click on “Create submission”.

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 4:14pm, 2 December 2025

Submission created
2 December 2025

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Plan application (Design Gateway)

Submission stage	New Submission
Last saved	4:14pm, 2 December 2025

[Edit](#)

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect <i>Submission coordinator</i>
Planning parameters URA	<i>No assigned project party</i> Please assign a project party to this section
External greenery NParks	<i>No assigned project party</i> Please assign a project party to this section
Internal greenery NParks	Section not required for approval If section is required, please edit sections and schemes
Layout plans LTA	<i>No assigned project party</i> Please assign a project party to this section
Rails LTA	Section not required for approval If section is required, please edit sections and schemes
Sewerage and sanitary PUB	<i>No assigned project party</i> Please assign a project party to this section
Drainage PUB	<i>No assigned project party</i> Please assign a project party to this section
Environmental health and pollution control NEA	<i>No assigned project party</i> Please assign a project party to this section

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

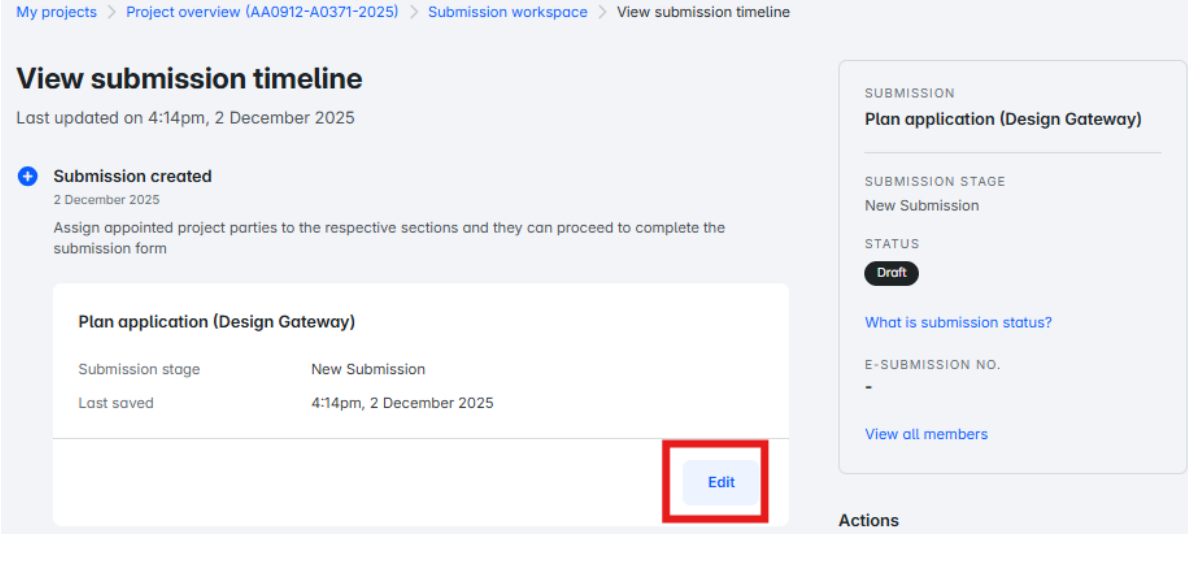
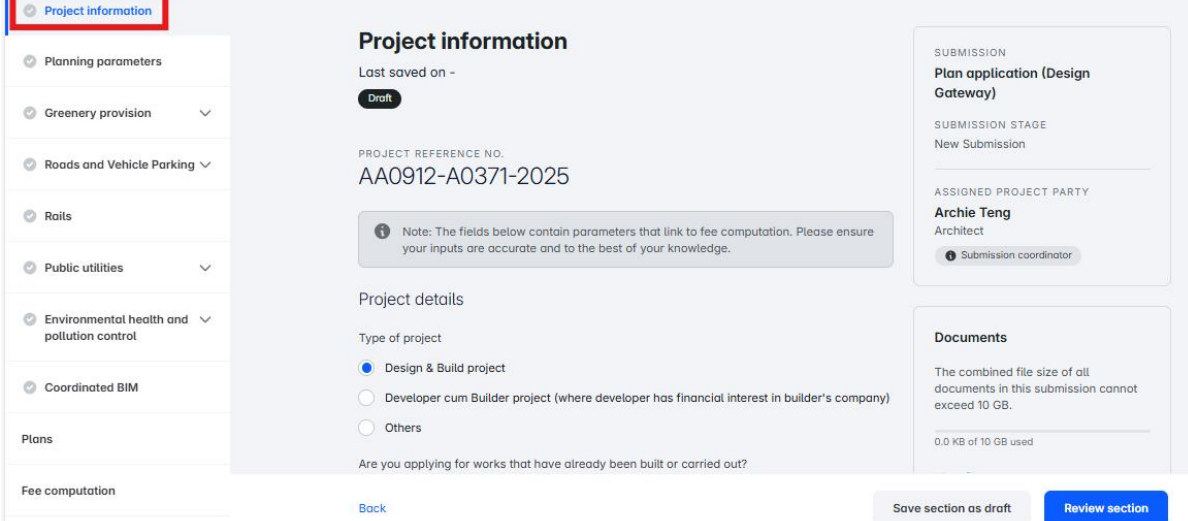
[View responses](#)

[View submission activity](#)

[Delete submission](#)

20. The Design Gateway submission has been created. Its initial status will be reflected as “Draft”.
21. To modify the sections requiring regulatory approval and edit submission schemes, you may click on “Edit sections and schemes”.
22. You may scroll down to view the assigned project parties for each section. **The submission coordinator / assistant is responsible for assigning the project parties** (refer to [Section 12.3](#) for the steps).

12.2 Adding Project Information

 <p>My projects > Project overview (AA0912-A0371-2025) > Submission workspace > View submission timeline</p> <h3>View submission timeline</h3> <p>Last updated on 4:14pm, 2 December 2025</p> <p>Submission created 2 December 2025 Assign appointed project parties to the respective sections and they can proceed to complete the submission form</p> <p>Plan application (Design Gateway)</p> <table border="1"> <tr> <td>Submission stage</td> <td>New Submission</td> </tr> <tr> <td>Last saved</td> <td>4:14pm, 2 December 2025</td> </tr> </table> <p>Edit</p> <p>Actions</p>	Submission stage	New Submission	Last saved	4:14pm, 2 December 2025	<p>Going to the Project Information Section (action by Submission Coordinator / Submission Coordinator Assistant)</p> <ol style="list-style-type: none"> 1. Select the submission in the “Submission workspace”. 2. When you have arrived at the “View submission timeline” page, click on “Edit”.
Submission stage	New Submission				
Last saved	4:14pm, 2 December 2025				
 <p>Project information</p> <p>Last saved on - Draft</p> <p>PROJECT REFERENCE NO. AA0912-A0371-2025</p> <p>Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.</p> <p>Project details</p> <p>Type of project</p> <p><input checked="" type="radio"/> Design & Build project <input type="radio"/> Developer cum Builder project (where developer has financial interest in builder's company) <input type="radio"/> Others</p> <p>Are you applying for works that have already been built or carried out?</p> <p>Documents</p> <p>The combined file size of all documents in this submission cannot exceed 10 GB.</p> <p>0.0 KB of 10 GB used</p> <p>Save section as draft Review section</p>	<ol style="list-style-type: none"> 3. The Submission Coordinator / Submission Coordinator Assistant is required to input the project details in the first section of the submission. 4. Project details to be provided include the project title, development type, site area, SGFA and building blocks information. 				

Planning parameters

Greenery provision

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Coordinated BIM

Plans

Fee computation

Project title

43/1000

New Erection of a Hospital at Carena Drive

Total Gross Floor Area (GFA)

-

m²

Site area

0.00

m²

Auto computed based on inputs in Planning Parameters, where Total GFA = Total use GFA for development use + Total bonus GFA per site

State land area

0.00

m²

Gross Plot Ratio

-

Does your project involve [type 1 building](#)?

☐ Yes
☒ No

Above sub-level SGFA/Area of Plan View

0.00

m²

Below sub-level SGFA/Area of Plan View

0.00

m²

Total SGFA/Area of Plan View

-

m²

Value of full building works

SGD

0.00

Total no. of unit(s) in the development

-

Indicate block(s) in the development

+ Add block

Back

Save section as draft

Review section

5. **Total SGFA is crucial for fee computation.**

6. If you are still not ready to confirm the details, you may click on “Save section as draft” to avoid data loss.

7. Once ready, click on “Review section”.

8. After clicking on “Review Section”, click on “Confirm”. This will change the data to a read-only view for project-wide access.

12.3 Assigning Project Parties

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 4:08pm, 3 December 2025

Submission created
2 December 2025

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Plan application (Design Gateway)

Submission stage	New Submission
Last saved	4:08pm, 3 December 2025

Edit

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect Submission coordinator
Planning parameters	No assigned project party Please assign a project party to this section URA

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

- [Assign project party](#)
- [Edit sections and schemes](#)
- [View responses](#)
- [View submission activity](#)
- [Delete submission](#)

Assign Project Parties (action by Submission Coordinator / Submission Coordinator Assistant)

- It is necessary to involve all relevant Qualified Persons (QPs) who are part of the project, ensuring they join for the preparation of the Design Gateway (DG).
- Click on "Assign Project Party" to proceed with this task.

Note: Assigning a project party is an action restricted to the submission coordinator or their assistant.

Assign project party

Select a project party responsible for completing and declaring for each section

Please note that the assigned project party will be responsible for the respective section of the joint submission. In the event of any changes, assigned project party will be notified of the change(s) made once the page is successfully saved.

SECTION	ASSIGNED PROJECT PARTY
Project information	<div>Archie Teng - A0912 (Architect) ▼</div> <p><small>This section can only be prepared and submitted by the submission coordinator</small></p>
Planning parameters URA	<div>Archie Teng - A0912 (Architect) ▼</div>
External greenery NParks	<div>Eugene Chia - E8431 (Professional Engineer (Civil) ▼</div> <div>Eugene Chia - E8431 (Professional Engineer (Civil))</div>
Internal greenery NParks	<p><small>Section not required for approval</small></p> <p><small>If section is required, please edit sections and schemes</small></p>

Cancel
Assign

3. In the relevant section, the submission coordinator / assistant can see and appoint suitable parties.

4. If the desired name does not appear, please check that they have been appointed for the relevant responsibility. E.g. an Architect only appointed for NParks' internal greenery responsibility will not have their name appear on URA's planning parameters for selection.

5. After the parties have been assigned, click on "Assign".

12.4 Uploading Files

✓ Roads and Vehicle Parking

✓ Rails

✓ Public utilities

Sewerage and sanitary

Drainage

✓ Environmental health and pollution control

Upload documents

Upload all the supporting documents and ensure all files are tagged accordingly

[What should be included in documents/plans](#)

✓ Site plan and first storey plan (if applicable)

✓ Others (optional)

Drag and drop files here or [select files](#)

Each file cannot exceed 1 GB.

Back

Save section as draft

Review section

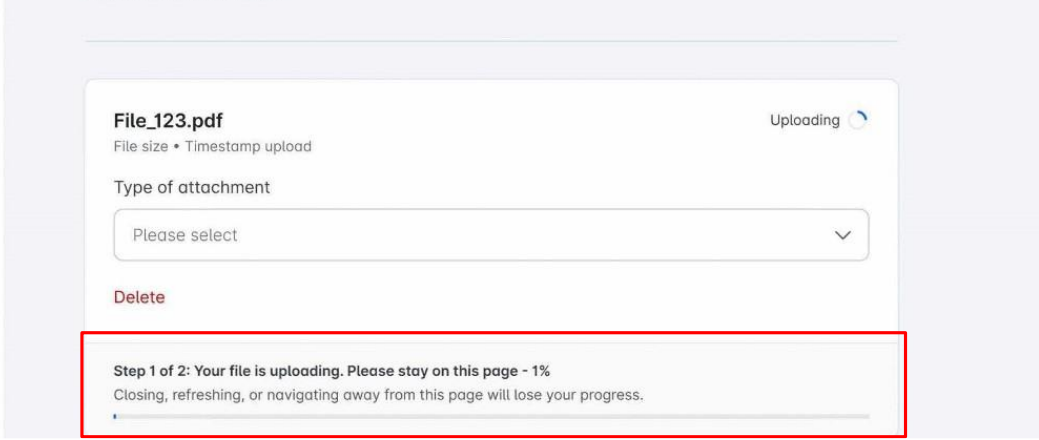
Uploading documents (action by assigned Project Parties)

- Under each section of the submission, the assigned Project Party may upload documents using the digital upload feature.

Tip: Required documents will be listed here. Please check carefully if the documents labelled (if applicable) apply to your project. You may click on “What should be included in documents/plans” for more information.

Note: Do not upload zip files. Ensure that drawings and plans required for approval are encrypted before uploading. The encryption of files remain status quo through Netrust application.

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	<ol style="list-style-type: none">2. Assigned project parties are to ensure that the file requirements are met before uploading the documents. Note: The entire submission package should not exceed 10GB.3. Allow some time for virus scanning during document upload.4. More time is required for the uploading of larger files. Users may navigate away while the file continues uploading.
--	--

<div><div>External greenery</div><div>Internal greenery</div><div><div><div>✓</div><div>Roads and Vehicle Parking</div><div>▼</div></div><div><div>✓</div><div>Rails</div><div></div></div><div><div>✓</div><div>Public utilities</div><div>▲</div></div><div><div>Sewerage and sanitary</div></div><div>Drainage</div><div><div><div>✓</div><div>Environmental health and pollution control</div><div>▲</div></div><div>Environmental health and pollution control</div><div><div>☁</div><div>Credentialed BIM</div></div></div></div></div>	<div><div>Upload documents</div><div>Upload all the supporting documents and ensure all files are tagged accordingly</div><div>What should be included in documents/plans</div><div><div>➔</div><div><div><div>✓</div><div>Site plan and first storey plan (if applicable)</div></div><div><div>○</div><div>Others (optional)</div></div></div><div><div>⬅</div><div>Drag and drop files here or select files</div></div><div>Each file cannot exceed 1 GB.</div><div><div>Test.docx</div><div>13.93 KB • 3 Dec 2025</div></div><div>Type of attachment</div><div><div>Site plan and first storey plan</div><div>✕</div><div>▼</div></div><div><div>➔</div><div><div><div>✓</div><div>Site plan and first storey plan (if applicable)</div></div><div><div>○</div><div>Others (optional)</div></div></div></div><div><div>Back</div><div>Save section as draft</div><div>Review section</div></div></div></div>	<div>5. After the file is uploaded, select respective file tag(s). A green tick will indicate that the document has been uploaded as required.</div> <div><div>Tip:</div> You can select the file tag immediately while waiting for the file scan to be completed, after the file is uploaded.</div>
<div><div>Sewerage and sanitary</div><div>Drainage</div><div><div><div>✓</div><div>Environmental health and pollution control</div><div>▲</div></div><div>Environmental health and pollution control</div><div><div>☁</div><div>Credentialed BIM</div></div></div></div>	<div><div>Test.docx</div><div>13.93 KB • 3 Dec 2025</div></div> <div>Type of attachment</div> <div><div>Site plan and first storey plan</div><div>✕</div><div>▼</div></div> <div><div>Download</div><div>Delete</div></div> <div><div>Back</div><div>Save section as draft</div><div>Review section</div></div>	<div>6. Uploaded files can be downloaded and deleted.</div>

Greenery provision

External greenery

Internal greenery

Roads and Vehicle Parking

Rails

Public utilities

Sewerage and sanitary

Drainage

Environmental health and pollution control

Environmental health and pollution control

Coordinated BIM

Coordinated BIM

Last saved on -

Draft

Upload coordinated BIM model(s)

If the BIM model file contains more than 1 discipline, please submit the BIM models separately or tag the predominant discipline

- Architectural model
- Civil and Structural model (if applicable)
- Mechanical and Electrical model (if applicable)
- Reference model (if applicable)
- Others (optional)

Drag and drop files here or [select files](#)

Each file cannot exceed 1 GB. Supported file format(s): .ifc, .bcl, .bclzip

[Back](#)

[Save section as draft](#) [Review section](#)

SUBMISSION

Plan application (Design Gateway)

SUBMISSION STAGE

New Submission

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

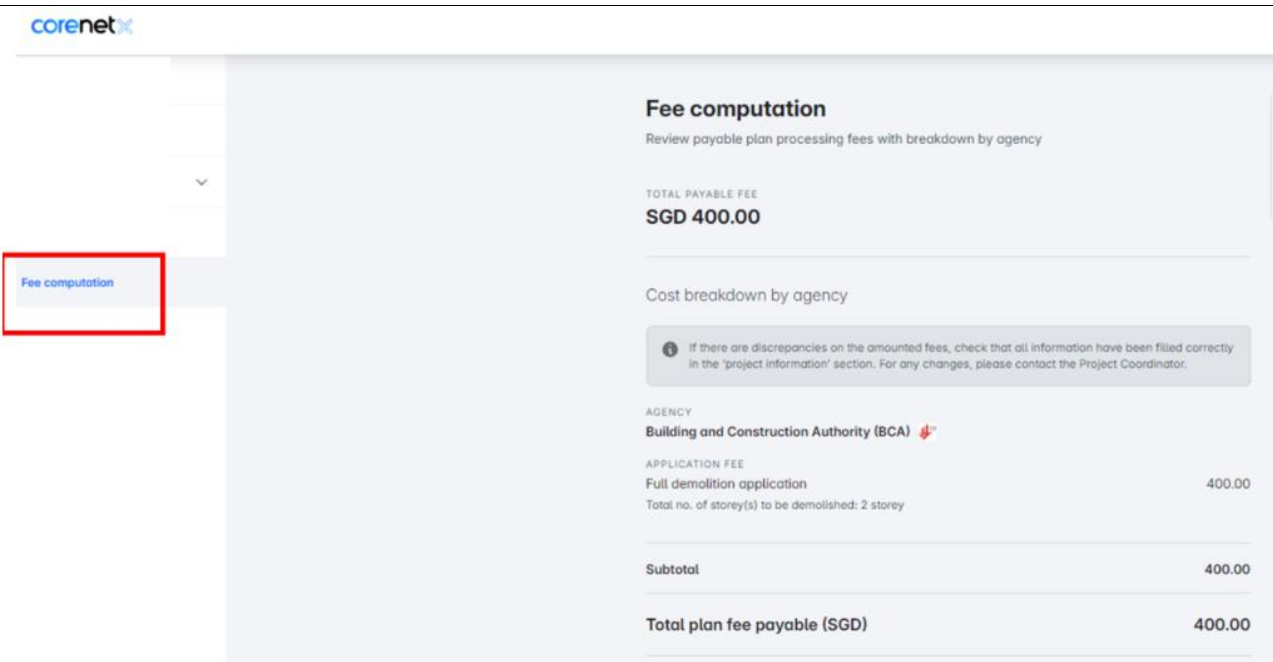
14.0 KB of 10 GB used

[View files](#)

Uploading BIM Model (action by assigned Project Parties)

- All assigned QPs can access the coordinated BIM submission.
- Uploaded plans are displayed and can be downloaded.
- More than 1 .ifc file for BIM models per discipline can be uploaded. Each model should not exceed 800MB. Files must be encrypted.

12.5 Review Computation of Fees



Fee computation
Review payable plan processing fees with breakdown by agency

TOTAL PAYABLE FEE
SGD 400.00

Cost breakdown by agency

! If there are discrepancies on the amounted fees, check that all information have been filled correctly in the 'project information' section. For any changes, please contact the Project Coordinator.

AGENCY
Building and Construction Authority (BCA)

APPLICATION FEE
Full demolition application 400.00
Total no. of storey(s) to be demolished: 2 storey

Subtotal 400.00

Total plan fee payable (SGD) 400.00

Review Fees for Permit Application

1. Select the “Fee computation” tab.

Note: All project members including developers can view the expected plan fee payment. Please note that the fees will be updated as the QPs fill in the form in the various subsections. The final accurate fee will be displayed when all sections have been filled in.

2. Review the required fees and ensure that they are accurate before making payment.

Note: If you decide to cancel the submission, you can delete it provided no payment has been made (refer to [Section 12.7](#)). Payment is to be made to each individual agency separately.

12.6 Making Declarations

The screenshot displays the 'Plans' section of the corenetX application. On the left, a sidebar lists various project sections with green checkmarks indicating completion: Project information, Planning parameters, Greenery provision, Roads, Ralls, Public utilities, Environmental health and pollution control, and Coordinated BIM. The 'Plans' section is currently selected. The main area shows a table for 'Planned' with one entry: 'Architectural model' uploaded on '5:07pm, 23 September 2024' by the 'Appointed Project Party'. Below this is a table for 'Planning parameters' which is currently empty, showing 'No plans uploaded'. At the bottom right, a red arrow points to a blue button labeled 'Proceed to declaration by QP(s)'. A 'Back' link is visible at the bottom left of the main area.

Proceed to Declarations (action by Submission Coordinator / Submission Coordinator Assistant)

1. A green tick will appear beside completed sections.

Note: Submission Coordinator / Assistant will receive notifications when a section is completed as well.

2. After all sections in a form have been completed by all assigned QPs, the Submission Coordinator is to trigger declaration for all QPs by clicking on “Proceed to declaration by QP(s)”.

Note: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed.

View submission timeline

Last updated on 5:09pm, 23 September 2024



Pending declaration by appointed project party(s)

23 September 2024

Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

Plan application (Design Gateway)

Submission stage New Submission
Reviewed on 5:09pm, 23 September 2024

[View](#)

DECLARATION	APPOINTED PARTY	STATUS	
Planning parameters Planning Act	Architect	Pending	⋮
External greenery Parks and Trees Act	Architect	Pending	⋮



[View](#)

3. The status of the submission in the “Submission Workspace” will be updated to “Pending declaration”.
4. An email will be sent to all Qualified Persons to inform them to make their declarations.
5. Submission Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

Note: If revisions are needed, the submission coordinator can click on the “Revert to Draft” button to return the submission to draft status for necessary edits.

corenetX

Project information

Planning parameters

Greenery provision

Roads

Rails

Public utilities

Environmental health and pollution control

Coordinated BIM

Plans

Fee computation

Help us improve

Planning parameters

Last saved on 5:03pm, 23 September 2024 by [redacted]

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Details

Broad land use: Agriculture

Please indicate the scheme(s) affecting your proposal: • None of the above

Does your proposal affect any land extensive development? No

Apply for deviation from the planning requirements (if applicable)

No item(s) added

Use and GFA breakdown

Back

Revert to draft

Declare for submission

SUBMISSION

Plan application (Design Gateway)

SUBMISSION STAGE

New Submission

ASSIGNED PROJECT PARTY

Architect

Submission coordinator

SUBMISSION SCHEME

Plan application

Submit Declarations (by assigned Project Parties)

6. As the assigned project party, review all information and proceed by clicking on “Declare and Submit”.
7. The submission status will be updated to “Pending Payment”.
8. Proceed to make payment by following the steps in [Section 13](#).

12.7 Deleting a Submission before Processing

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 4:29pm, 3 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Plan application (Design Gateway)

Submission stage	New Submission
Last saved	4:29pm, 3 December 2025

Edit

SECTION	ASSIGNED PROJECT PARTY
Project information	Archie Teng Architect Submission coordinator
Planning parameters	Archie Teng Architect

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

- [Assign project party](#)
- [Edit sections and schemes](#)
- [View responses](#)
- [View submission activity](#)
- Delete submission**

Delete Submission (action by Project Coordinator / Project Coordinator Assistant)

1. Proceed to the Submission Workspace and select the relevant project.
2. Click on “Delete submission”.

Note: This function is only available before the submission is sent to agencies for processing.

13. Making Payment for Submissions

Payment must be made and processed in full before submission can transit to agencies for processing.



13.1 Choosing Mode of Payment

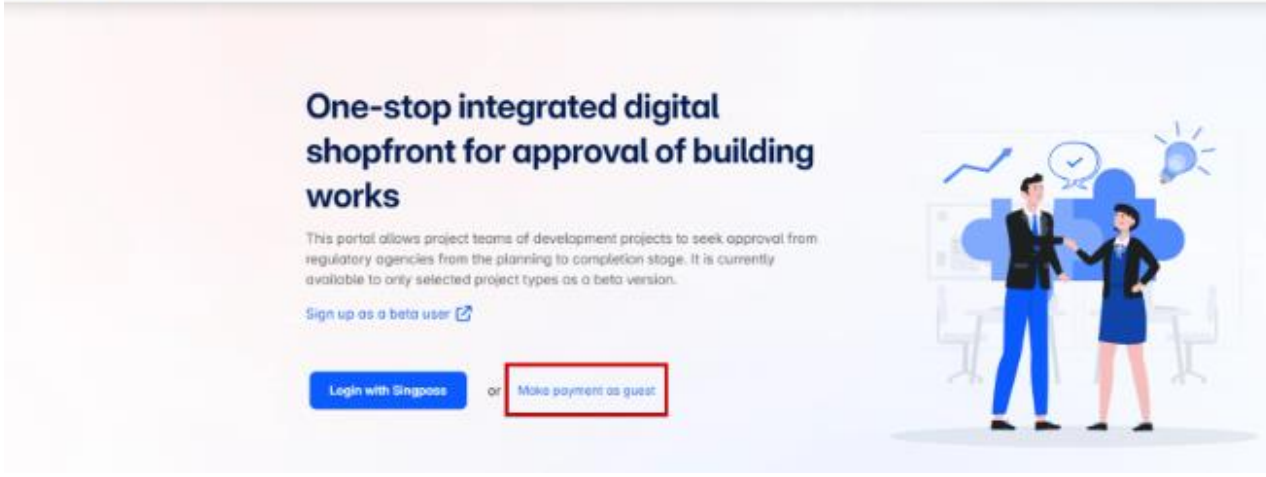
The screenshot displays the 'View submission timeline' page in the corenetX system. The submission is titled 'Plan application (Design gateway)' and is currently in the 'Pending payment' stage. The timeline shows two entities that require payment: the Urban Redevelopment Authority (SGD 15,889.50) and the National Parks Board (SGD 2,675.00). Both entities have a 'Pending payment' status. For each entity, there are two buttons: 'Ask someone to pay' and 'Make payment'. The 'Make payment' buttons are highlighted with red rectangles, indicating the next step in the process. The page also shows a 'Submission created' event from 10 June 2022.

1. Go to the “Submission Workspace”.

2. Click on “Make payment”.

Tip: Click on “**Ask someone to pay**” to request someone else to make payment (proceed to [Section 13.5](#))

<div> <h2>Select payment method</h2> <p>Select your preferred payment option, a receipt will be issued once payment has been confirmed</p> <p>TOTAL PAYABLE FEE</p> <p>SGD 7,000.00</p> <div> <input type="radio"/> Debit / Credit card Immediate processing for fees up to SGD 10,000 per agency by debit/credit card  </div> <div> <input type="radio"/> PayNow Immediate processing for amounts up to SGD 200,000  </div> <div> <input type="radio"/> Bank transfer Make a direct bank-to-bank transfer payment to agencies </div> <hr/> <p>For projects with submission fees made earlier</p> <p>For submissions where payment was made to the agency in an earlier submission of this same project. The agency will verify the payment record(s). In the event that the information provided is inaccurate, it may delay the processing of your submission. Please note that no additional receipt will be generated for this transaction.</p> <div> <input type="radio"/> Payment has been made earlier This option should only be selected if you were advised by a processing officer and/or have already made payment in an earlier submission for this project </div> </div>	<p>3. Select the mode of payment:</p> <ol style="list-style-type: none"> Bank Transfer: Takes at least 2-3 working days to be processed (proceed to Section 13.2). Choose this option if client is GPE requiring e-invoice (proceed to Section 13.3). Credit Card: Up to \$10,000 per transaction. Proceed to Section 13.4 for next steps. <i>*coming soon*</i> PayNow: Up to \$200,000 per transaction. Payment has been made earlier: Only for special cases where payment has been made earlier (e.g. ongoing CN2 projects transiting to CORENET X). (proceed to Section 13.6) <p>Note: This does not apply to new projects in CORENET X.</p>
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	<p>Making payment as guest</p> <ol style="list-style-type: none">4. External parties can make payment directly from the CORENET X landing page.5. First, go to the landing page (https://portal.corenet.gov.sg/).6. Select “Make payment as guest”.7. Proceed to Section 13.7 for the remaining steps.
--	---

13.2 Bank Transfer (for private sector clients)

Bank transfer

Use the bank details below to make a payment to the agency from your bank account

Include the ES no. as reference during your transfer and take note of the transaction number after payment is made. Failure to do the above may result in delay in payment verification.

Bank details for URA	
Bank account no.	0010669109
Bank code/branch code	7171/001
Amount to send	SGD 7,740
ES no. as reference	ES20221212-12345-DG00R01

A7654-A32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20231212-12345-DG01R00

1. If the “bank transfer” option is selected, the CORENET X ES number will be generated.
2. Indicate the ES number as reference number or Details of Payment when making the bank transaction.

Sample bank transaction:

Payment Transaction Advice

We have debited your Acct123456789 as follows :

Your Ref 0987ABCD65	Value Date 11/06/2024	Currency/Amount SGD 7740
------------------------	--------------------------	-----------------------------

Payee Bank SAMPLE BANK Booked On 11/06/2024	<div>Details of Payment ES20231212-12345-DG01R00</div> 7740	Beneficiary Account Number : 1234567890 URBAN REDEVELOPMENT AUTHORITY
--	---	---

Fund Transfer Electronic Message

Sample bank transaction:

Payment Transaction Advice		
We have debited your Acct123456789as follows :		
Your Ref 0987ABCD65	Value Date 11/06/2024	Currency/Amount SGD 7740
Payee Bank SAMPLE BANK Booked On 11/06/2024	Details of Payment ES20231212-12345-DG01R00 7740	Beneficiary Account Number : 1234567890 URBAN REDEVELOPMENT AUTHORITY
Fund Transfer Electronic Message		

Input in Payment Page:

Bank transfer

Use the bank details below to make a payment to the agency from your bank account.

1

Include the ES no. as reference during your transfer and take note of the transaction number after payment is made. Failure to do the above may result in delay in payment verification.

Bank details for URA

Bank account no.

0010669109

Bank code/branch code

7171/001

Amount to send

SGD 7,740

ES no. as reference

ES20221212-12345-DG00R01

A7654-A32100-2023

PROJECT TITLE

Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO

ES20231212-12345-DG01R00

Payer details

Individual / Company name

Contact number

Email

Address

Unit

Postal code

Bank transaction no.

Date of transfer

DD/MM/YYYY

Back

You have selected 1 item SGD 7,740.00

I have made payment

3. Take note of the **Bank Transaction Reference Number**.
4. Input this reference number under "Bank transaction no." on the Submission portal payment page.

My projects

My payments

My projects > ... > Submission workspace > View submission timeline

View submission timeline

Last updated on 23 October 2023

Submission pending payment

10 October 2023

Submission will be submitted to the regulatory agencies once all payment(s) have been submitted

[View submission](#)

National Parks Board

Payment verification in progress. No further action required, submission will move to processing once all payment(s) have been submitted.

Amount payable

SGD 2,675.00

Status

Verifying payment

Singapore Civil Defence Force

Amount payable

SGD 2,675.00

Status

Pending payment

[Ask someone to pay](#)

[Make payment](#)

✓ Pending declaration by appointed project party(s)

20 September 2023

Submission created

10 June 2022

SUBMISSION

Plan application (Design gateway)

SUBMISSION STAGE

New submission

STATUS

Pending payment

[What is submission status?](#)

E-SUBMISSION NO.



ES20231212-12345-DG01R00

[View all members](#)

Actions

[View responses](#)

6. The submission status will also be reflected in the “Submission Workspace”.

	<p>Email subject</p> <p>Email subject</p> <div data-bbox="602 328 1158 1369"> <div>  </div> <div>  </div> <p>Payment was successful!</p> <p>Payment for project A7654-32100-2023 has been processed. Details of the transaction are included below.</p> <p>PAYMENT TRANSACTION NUMBER</p> <p>CX-TXN-2023-10-05-57486</p> <p>View transaction</p> <p>Transaction summary</p> <div> <p>Project reference</p> <p>A7654-32100-2023</p> <p>Project title</p> <p>Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road</p> <p>Paid by</p> <p>Aaron Wong, XY Architects</p> <p>Payment status</p> <p>Paid</p> <p>Payment status confirmed on</p> <p>5 October 2023</p> <p>Amount paid</p> <p>SGD 7,740.00</p> <p>Payment method</p> <p>Request for invoice</p> </div> <p><small>This is a computer generated email. If you need help or have questions, please contact us.</small></p> <p><small>© 2023 Government of Singapore</small></p> </div>		<p>7. Once the payment has been verified by the agency, you will receive an email notification on successful payment.</p> <p>8. The payment status will be updated to “paid”.</p> <p>Tip: Double check to ensure that payment to all relevant agencies have been made successfully.</p> <p>9. After all payments are completed, the submission will be advanced to the “Processing” stage.</p>
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13.3 Bank Transfer (for Government Procurement Entities (GPE) clients)

Bank transfer
Use the bank details below to make a payment to the agency from your bank account

Bank details for URA

Bank account no.	0010669109
Bank code/branch code	7171/001
Amount to send	SGD 7,740
ES no. as reference	ES20221212-12345-DG00R01

Have you made payment for the transaction?

☐ Yes

☐ No, I will make payment for the transaction later

A7654-A32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20231212-12345-DG01R00

Back

You have selected 1 item SGD 7,740.00

Confirm and proceed

1. If the “bank transfer” option is selected, GPE clients making payment will see the “Yes/No” options.

1.1. HDB/ JTC should select “Yes”. Proceed to step 4.

1.2. GPE clients requiring e-invoice should select “No”. Proceed to step 5.

2. The CORENET X ES number will be generated.

3. Indicate the ES number as reference number or Details of Payment when making the bank transaction.

<div><h3>Bank transfer</h3><p>Use the bank details below to make a payment to the agency from your bank account</p><div><p>1 Include the ES no. as reference during your transfer and please take a proof of transaction after payment is made. Failure to do the above may result in delay in payment verification.</p></div><table><tr><td colspan="2">Bank details for URA</td></tr><tr><td>Bank account no.</td><td>0010669109</td></tr><tr><td>Bank code/branch code</td><td>7171/001</td></tr><tr><td>Amount to send</td><td>£00 7,740</td></tr><tr><td>ES no. as reference</td><td>ES20221212-12345-DG00R01</td></tr></table><p>Have you made payment for the transaction?</p><p><input checked="" type="radio"/> Yes</p><p><input type="radio"/> No, I will make payment for the transaction later</p><p>Payer details</p><p>Individual / Company name</p><p>Contact number</p><p>Email</p><p>Address</p><p>Unit</p><p>Postal code</p><p>Provide details for proof of transaction</p><p>Bank transaction no.</p><p>Date of transfer</p><div><h4>Upload documents</h4><p>Upload the required proof of bank transaction before proceeding</p><p>Drag and drop files here or select files</p></div></div>	Bank details for URA		Bank account no.	0010669109	Bank code/branch code	7171/001	Amount to send	£00 7,740	ES no. as reference	ES20221212-12345-DG00R01	<div><p>A7654-A32100-2023</p><p>PROJECT TITLE Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road</p><p>E-SUBMISSION NO ES20231212-12345-DG01R00</p></div> <p>4. If “yes” was chosen, payee is to upload proof of payment.</p>
Bank details for URA											
Bank account no.	0010669109										
Bank code/branch code	7171/001										
Amount to send	£00 7,740										
ES no. as reference	ES20221212-12345-DG00R01										

corenetX

Bank transfer

Use the bank details below to make a payment to the agency from your bank account

! Include the ES no. as reference during your transfer and please take a proof of transaction after payment is made. Failure to do the above may result in delay in payment verification.

Bank account no.	0010669109
Bank code/branch code	7171/001
Amount to send	SGD 7,740
ES no. as reference	ES20221212-12345-DG00R01

Have you made payment for the transaction?

☐ Yes

☒ No, I will make payment for the transaction later

Payer details

Individual / Company name

Contact number

Email

Address

Unit

Postal code

A7654-A32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS37 At 270 Orchard road

E-SUBMISSION NO
ES20231212-12345-DG01R00


Back

You have selected 1 item **SGD 7,740.00**

Confirm and proceed

5. If “no” was chosen, payee is to fill in their details accordingly.

<div><div>corenetX</div><div><div><div><div>✓</div><div>Payment details submitted</div></div><div>Details have been sent to the relevant agency for payment verification. An email will be sent once payment has been confirmed.</div><div><div>ⓘ</div><div>For transaction made later, an email with bank details will be sent, please proceed to make payment. Once payment has been successfully confirmed, an email will be sent. Please submit a request to help desk if there are any issues.</div></div></div></div><div>PAYMENT DETAILS REFERENCE NO. CX-TXN-2023-10-05-57486</div><table><tr><td>Project reference</td><td>A7654-A32100-2023</td></tr><tr><td>Project title</td><td>Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road</td></tr><tr><td>Payment method</td><td>Bank transfer</td></tr><tr><td>Amount</td><td>SGD 7,740.00</td></tr><tr><td>Payment status</td><td><div>Verifying payment</div></td></tr><tr><td>Have you made payment for the transaction?</td><td>No, I will make payment for the transaction later</td></tr></table><div>Payer details</div><table><tr><td>Individual / Company name</td><td>ABC Constructions Pte Ltd</td></tr><tr><td>Contact number</td><td>9810 2294</td></tr><tr><td>Email</td><td>Finance@abcconstructions.com</td></tr><tr><td>Address</td><td>Blk 2, Pasir Panjang Road, #02-01, Singapore 829103</td></tr></table></div>	Project reference	A7654-A32100-2023	Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road	Payment method	Bank transfer	Amount	SGD 7,740.00	Payment status	<div>Verifying payment</div>	Have you made payment for the transaction?	No, I will make payment for the transaction later	Individual / Company name	ABC Constructions Pte Ltd	Contact number	9810 2294	Email	Finance@abcconstructions.com	Address	Blk 2, Pasir Panjang Road, #02-01, Singapore 829103	6. The payment status will be updated to “verifying payment”.
Project reference	A7654-A32100-2023																				
Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road																				
Payment method	Bank transfer																				
Amount	SGD 7,740.00																				
Payment status	<div>Verifying payment</div>																				
Have you made payment for the transaction?	No, I will make payment for the transaction later																				
Individual / Company name	ABC Constructions Pte Ltd																				
Contact number	9810 2294																				
Email	Finance@abcconstructions.com																				
Address	Blk 2, Pasir Panjang Road, #02-01, Singapore 829103																				

	<p>Email subject</p> <p>Email subject</p> <div data-bbox="622 309 1160 692">  <div data-bbox="860 405 904 453">✓</div> <p>Payment was successful!</p> <p>Payment for project A7654-32100-2023 has been processed. Details of the transaction are included below.</p> <p>PAYMENT TRANSACTION NUMBER</p> <p>CX-TXN-2023-10-05-57486</p> <p>View transaction</p> </div> <p>Transaction summary</p> <div data-bbox="645 772 1128 1219"> <p>Project reference A7654-32100-2023</p> <p>Project title Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road</p> <p>Paid by Aaron Wong, XY Architects</p> <p>Payment status Paid</p> <p>Payment status confirmed on 5 October 2023</p> <p>Amount paid SGD 7,740.00</p> <p>Payment method Request for invoice</p> </div>
--	---

13.4 Credit Card

Credit/Debit card		E-SUBMISSION NO ES20230210-12345
Immediate processing for fees up to SGD 10,000 per agency by credit/debit card		
Card details		
Card number		MM / YY CVC
Your details		
Individual / Company name		
Contact number	Email	
Address	Unit	Postal code
<input type="checkbox"/> Same as billing address		
Billing address		
Individual / Company name		
Contact number	Email	
Address	Unit	Postal code

corenetX

✔ **Payment successful**

Your payment is confirmed and an email with your payment details will be sent in a few moments.
You can also notify others about this payment via email.

PAYMENT TRANSACTION

CX-TXN-2023-10-05-57486

Project reference	A7654-32100-2023
Project title	Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 at 270 Orchard road
Payment status	Paid
Initiated by	Aaron Wong, XY Architects
Date paid	5 October 2023
Amount paid	SGD 7,740.00
Payment method	Credit/Debit card

AGENCY / ES NO.	SUBMISSION FEES	ACTIONS
Building and Construction Authority ES20230210-12345	Submission for plan application	View receipt

Share payment confirmation

Notify others about this payment

3. A successful payment page will be shown.

4. Click on “View receipt” to download the receipt for record purposes.

13.5 Ask someone else to pay

corenet

Select payment method



Select your payment option and complete payment

Total payable fee
SGD 7,740.00

☐

Credit/Debit card

Immediate processing for fees up to SGD 10,000 per agency by credit/debit card



☒

Ask someone to pay

Send a payment link for someone to complete this payment

i

This option will require someone to complete this payment later. Receipt will be made available once the payment has been processed.

A7654-32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots D1007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20230210-12345

Back

You have selected 1 item **SGD 7,740.00**

Make payment

corenetX

Ask someone to pay

Send a payment link for someone to complete this payment.

Total payable fee
SGD 7,740.00

Subject

CORENETX Submission - Payment Link for A7654-32100-2023

Recipient's Email

Message

0/300

[Preview payment link](#)

A7654-32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20230210-12345

You have selected 1 item SGD 7,740.00 Cancel **Send request**

3. Indicate the email address of the recipient and click on “Send request”. A specific link will be sent to the recipient to request them to make payment.

Tip: Click on “preview payment link” to view what recipient will see upon logging in.

Payments

ES20230210-12345

Submission	Plan application
Agency	Building and Construction Authority
Amount payable	SGD 7,740.00

Make payment

ES20230210-12345

Submission	Plan application
Agency	National Parks Board
Amount payable	SGD 2,140.00

Make payment

ES20230210-12345

Submission	Plan application
Agency	Urban Redevelopment Authority
Amount payable	SGD 6,420.00

Make payment

A7654-32100-2023

PROJECT TITLE

Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

4. The recipient will have a restricted view and will only be able to see the outstanding payments to be made.

5. The recipient can click "Make payment" for the item that he/she wishes to make payment.

Note: The recipient must login with Singpass to access the system to make this 3rd party payment. However, these individuals' registration into their company's Corppass is optional.

corenet

Select payment method

Select your payment option and complete payment

Total payable fee
SGD 7,740.00

Select a payment method

☐ Bank transfer
Make a direct bank-to-bank transfer payment to agencies

☐ Credit/Debit card
Immediate processing for fees up to SGD 10,000 per agency by credit/debit card

VISA

A7654-32100-2023

PROJECT TITLE
Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road

E-SUBMISSION NO
ES20230210-12345

Back

You have selected 1 item SGD 7,740.00


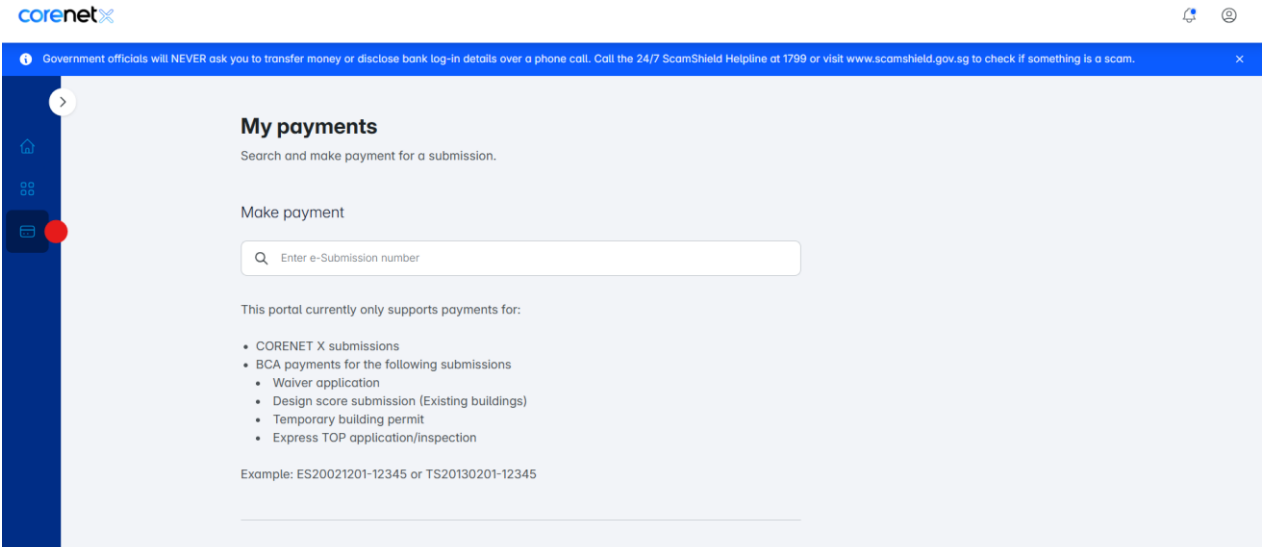
Next

6. There are 2 payment methods available:
 - **Bank transfer** – recipient may follow the steps in [Section 13.2](#) (for private sector clients) or [Section 13.3](#) (for GPE clients).
 - **Credit card** (up to \$10,000) – recipient may follow the steps in [Section 13.4](#).

13.6 Payment has been made earlier (for projects that have made separate arrangements with agencies)

<p>For projects with submission fees made earlier</p> <p>Select this option only if you have previously completed payment for this submission. The agency will verify the payment record(s). In the event that the information provided is inaccurate, a Written Direction may be issued, resulting in delays to your submission.</p> <div><div><input checked="" type="radio"/> Payment has been made earlier For submissions where payment has been made earlier to the agency</div><div><div>Remarks0/500</div><div>Payment made on 12/01/2010. Reference no. 1231241241</div></div><p>Please provide the payment details (eg: reference number under which the payment was made, date of payment, payment method). This will help the agency verify the payment record.</p></div> <div>Back<div>You have selected 1 itemSGD 7,740.00</div><div>Next</div></div>	<p>1. If this option is selected, please provide justification and the relevant reference numbers for the respective agency finance department to trace the records and reconcile the payment.</p>
---	--

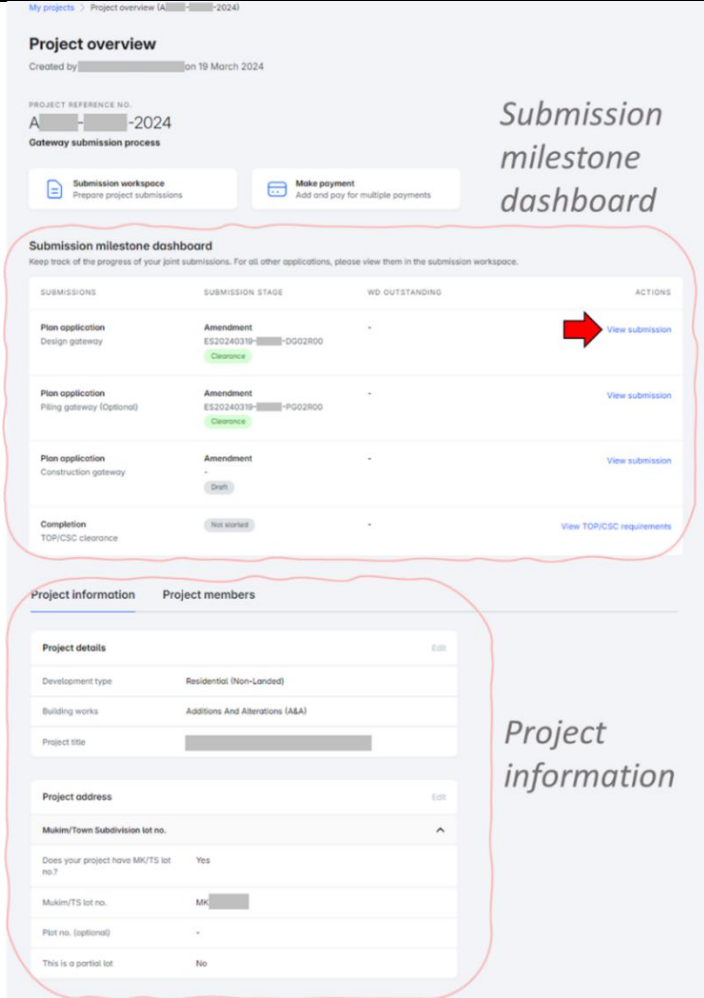
13.7 Make payment as guest

	<ol style="list-style-type: none"> 1. External parties can also login to make payment directly. 2. First, go to the CX landing page (https://portal.corenet.gov.sg/).
	<ol style="list-style-type: none"> 3. After logging in, external party needs to select “My payment” tab located on the left navigation bar and input the ES number to be able to search for the relevant payments.

<div><h3>Payments</h3><div><div>ES20230210-12345<table><tr><td>Submission</td><td>Plan application</td></tr><tr><td>Agency</td><td>Building and Construction Authority</td></tr><tr><td>Amount payable</td><td>SGD 7,740.00</td></tr></table><div>Make payment</div></div><div>ES20230210-12345<table><tr><td>Submission</td><td>Plan application</td></tr><tr><td>Agency</td><td>National Parks Board</td></tr><tr><td>Amount payable</td><td>SGD 2,140.00</td></tr></table><div>Make payment</div></div><div>ES20230210-12345<table><tr><td>Submission</td><td>Plan application</td></tr><tr><td>Agency</td><td>Urban Redevelopment Authority</td></tr><tr><td>Amount payable</td><td>SGD 6,420.00</td></tr></table><div>Make payment</div></div></div><div>A7654-32100-2023<p>PROJECT TITLE</p><p>Proposed additions and alterations to basement 1, 1st to 3rd storey of existing Knightsbridge building on lots 01007W, 01325T, 01322W, 01323V, TS27 At 270 Orchard road</p></div></div>	Submission	Plan application	Agency	Building and Construction Authority	Amount payable	SGD 7,740.00	Submission	Plan application	Agency	National Parks Board	Amount payable	SGD 2,140.00	Submission	Plan application	Agency	Urban Redevelopment Authority	Amount payable	SGD 6,420.00	<div><p>4. The external party will have a restricted view and will only be able to see the outstanding payments to be made.</p><p>5. The external party can click "Make payment" for the item that he/she wishes to make payment for.</p></div>
Submission	Plan application																		
Agency	Building and Construction Authority																		
Amount payable	SGD 7,740.00																		
Submission	Plan application																		
Agency	National Parks Board																		
Amount payable	SGD 2,140.00																		
Submission	Plan application																		
Agency	Urban Redevelopment Authority																		
Amount payable	SGD 6,420.00																		

14. Tracking Submission Status

14.1 Viewing Submission Status



Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Amendment ES20240319-0002R00 Clearance	-	View submission
Plan application Filing gateway (Optional)	Amendment ES20240319-0002R00 Clearance	-	View submission
Plan application Construction gateway	Amendment - Draft	-	View submission
Completion TOP/CSC clearance	- Not started	-	View TOP/CSC requirements

Project information Project members

Project details [Edit](#)

Development type: Residential (Non-Landed)

Building works: Additions And Alterations (A&A)

Project title: [Redacted]

Project address [Edit](#)

Mukim/Town Subdivision lot no. [^](#)

Does your project have MK/TS lot no.? Yes

Mukim/TS lot no. MK [Redacted]

Plot no. (optional) -

This is a partial lot No

1. All project members can track the status of all submissions in the Submission Portal.
2. Project members can go to the "Project overview" page to view the submission milestone dashboard and project information. The types of statuses are shown below:
 - **Not started**
 - **Draft**
 - **Processing:** Agencies are processing
 - **Written Direction Issued / Response Issued:** Project members can download the responses and make resubmissions to address agencies' comments
 - **Clearance**
3. You can view the details of each submission by clicking "View submission".

14.2 Withdrawing a Submission during Processing

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:47pm, 1 January 2026

Submission submitted to regulatory agencies

1 January 2026

Submission is being processed by the agency. Please refer to the [FAQ](#) for more information on the processing time.

[View submission](#)

Plan application (Design gateway)

Applicable sections	<ul style="list-style-type: none"> External greenery (NPARKS) Planning parameters (URA) Layout plans (LTA) Drainage (PUB) Sewerage and sanitary (PUB) Environmental health and pollution control (NEA)
Submission status	Processing
Processing officer	Details are not available yet

Submissions declared by submission coordinator as not applicable

Applicable sections	<ul style="list-style-type: none"> Rails (LTA) Internal greenery (NPARKS)
---------------------	---

SUBMISSION

Plan application (Design Gateway)

SUBMISSION STAGE

New Submission

STATUS

Processing

[What is submission status?](#)

E-SUBMISSION NO.

EX20260101-50003-DG01R00

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

Withdraw submission

1. If withdrawal of the submission is necessary during processing, use the “Withdraw Submission” button to initiate the process.
2. Upon withdrawal, the submission will be reverted to its last status e.g. Written Direction Issued. Submission Coordinator may initiate reply to Written direction again, and fees will be re-computed and apply.

15. Responding to Written Directions and Making Resubmissions

15.1 Downloading Written Directions

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 5:47pm, 1 January 2026

1st Written Direction issued
1 January 2026
Issuance of comments has been issued by the agencies. Failure to respond to comments will result in auto rejection of application.

Plan application (Design Gateway)

Due by 27 March 2026

Comments [View responses](#)

[Extend Written Direction](#) [Reply to comments](#)

Response

Comments issued	<ul style="list-style-type: none">External greenery (NParks)Environmental health and pollution control (NEA)Sewerage and sanitary (PUB)
No comments issued	<ul style="list-style-type: none">Rails (LTA)Drainage (PUB)Layout plans (LTA)Internal greenery (NParks)Planning parameters (URA)

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
New Submission

STATUS
Written Direction issued

[What is submission status?](#)

E-SUBMISSION NO.
EX20260101-50003-DG01R00

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

View responses

Manage responses from regulatory agencies

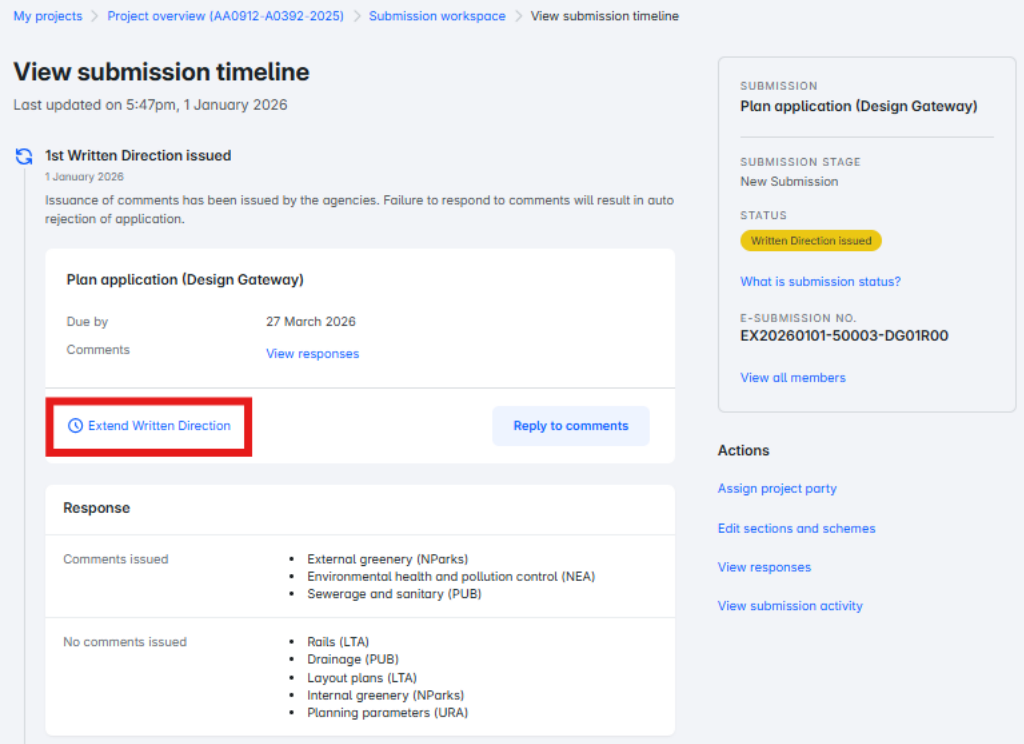
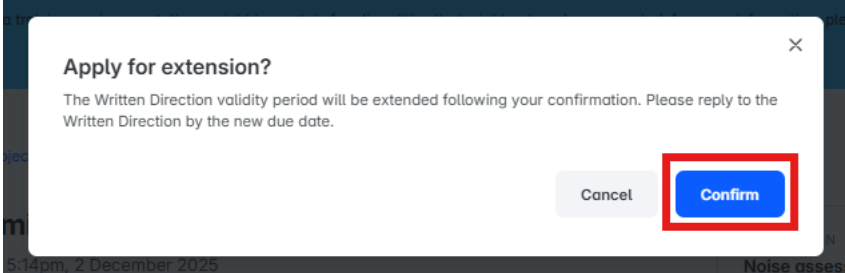
[Acknowledgement](#) [Written Direction](#) [Clearance](#) [Not approved](#)

RESPONSE	SUBMISSION TYPE	AGENCY	ISSUED ON	ACTIONS
1st Written Direction	New Submission EX20260101-50003-DG01R00	NPARKS, NEA, PUB	1 Jan 2026	Download

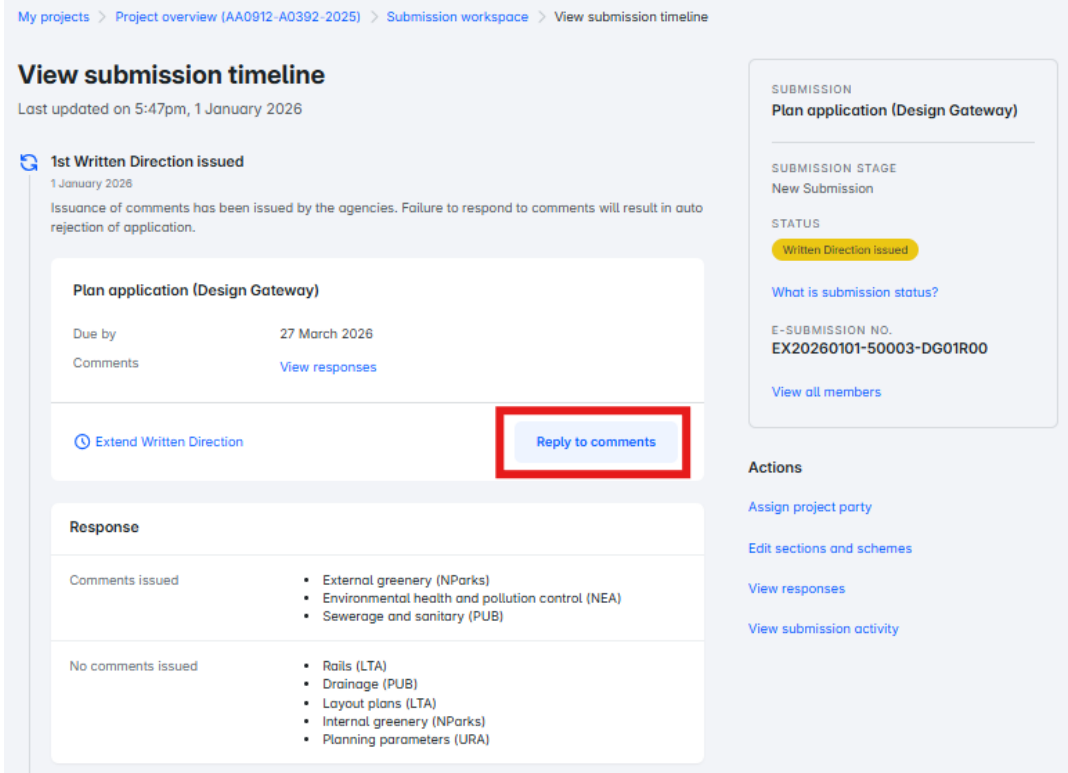
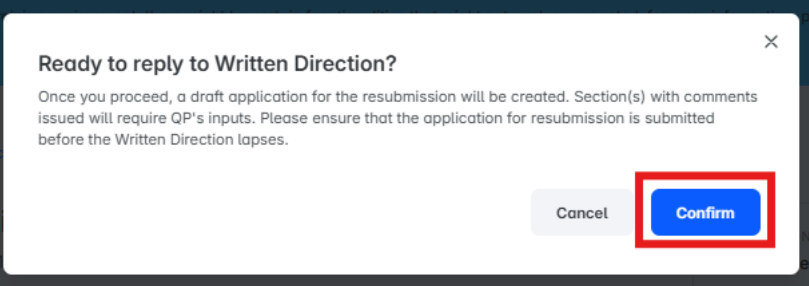
1-1 of 1 results

3. Download the relevant written direction from the relevant agencies.

15.2 Extending a Written Direction

	<p>1. You can extend a written direction by 14 working days. Do so by clicking "Extend Written Direction". This is a one-time extension.</p>
	<p>2. Click “confirm”. The due date will be extended accordingly.</p>


15.3 Initiating a Resubmission

 <p>My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline</p> <h3>View submission timeline</h3> <p>Last updated on 5:47pm, 1 January 2026</p> <p>1st Written Direction issued 1 January 2026 Issuance of comments has been issued by the agencies. Failure to respond to comments will result in auto rejection of application.</p> <p>Plan application (Design Gateway)</p> <p>Due by 27 March 2026 Comments View responses</p> <p>Extend Written Direction Reply to comments</p> <p>Response</p> <p>Comments issued</p> <ul style="list-style-type: none"> External greenery (NParks) Environmental health and pollution control (NEA) Sewerage and sanitary (PUB) <p>No comments issued</p> <ul style="list-style-type: none"> Rails (LTA) Drainage (PUB) Layout plans (LTA) Internal greenery (NParks) Planning parameters (URA) <p>SUBMISSION Plan application (Design Gateway)</p> <p>SUBMISSION STAGE New Submission</p> <p>STATUS Written Direction issued</p> <p>What is submission status?</p> <p>E-SUBMISSION NO. EX20260101-50003-DG01R00</p> <p>View all members</p> <p>Actions</p> <p>Assign project party</p> <p>Edit sections and schemes</p> <p>View responses</p> <p>View submission activity</p>	<p>Making a Resubmission (action by Submission Coordinator / assigned Project Parties)</p> <ol style="list-style-type: none"> 1. To initiate a resubmission, submission coordinators and assigned project parties, along with their assistants, can click "Reply to Comments."
 <p>Ready to reply to Written Direction?</p> <p>Once you proceed, a draft application for the resubmission will be created. Section(s) with comments issued will require QP's inputs. Please ensure that the application for resubmission is submitted before the Written Direction lapses.</p> <p>Cancel Confirm</p>	<ol style="list-style-type: none"> 2. Click "Confirm".

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:54pm, 1 January 2026




Resubmission created

1 January 2026

Please ensure that the comments issued are addressed in this resubmission before submitting to the regulatory agencies.


Plan application (Design Gateway)

Submission stage	Resubmission
Last saved on	5:54pm, 1 January 2026
Due by	27 March 2026
Comments	View responses



Extend Written Direction

Edit

SECTION	ASSIGNED PROJECT PARTY
Project information	<div>Archie Teng Architect <div> Submission coordinator</div></div>

SUBMISSION

Plan application (Design Gateway)

SUBMISSION STAGE

Resubmission

STATUS

Draft

[What is submission status?](#)

E-SUBMISSION NO.

-

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

3. After clicking "Confirm," the system will create a resubmission, retaining all details from the previous submission.

4. Click "Edit" to proceed.

Project information

Planning parameters

Greenery provision

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Coordinated BIM

Plans

Fee computation

Project information

Last saved on 5:33pm, 1 January 2026 by Archie Teng

Draft

PROJECT REFERENCE NO.
AA0912-A0392-2025

Note: The fields below contain parameters that link to fee computation. Please ensure your inputs are accurate and to the best of your knowledge.

Project details

Type of project

☒ Design & Build project
☐ Developer cum Builder project (where developer has financial interest in builder's company)
☐ Others

Are you applying for works that have already been built or carried out?

☐ Yes

Back

Save section as draft

Review section

SUBMISSION

Plan application (Design Gateway)

SUBMISSION STAGE

Resubmission

ASSIGNED PROJECT PARTY

Archie Teng

Architect

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

82.7 KB of 10 GB used

View files

5. If a written direction has been issued for a specific section, the tick beside that section will be greyed out. That section is returned to draft state for assigned project parties to modify and edit.

6. The assigned project parties for the sections requiring revisions may modify information where necessary, change submission schemes or update files.

7. If there are updates to the parameters affecting plan fees, this is automatically trigger a top up of fees, which will be reflected in the “Fee computation” section when the form sections are completed.

8. **Note:** All files from previous submissions will be repopulated.

15.4 Amending uploaded files

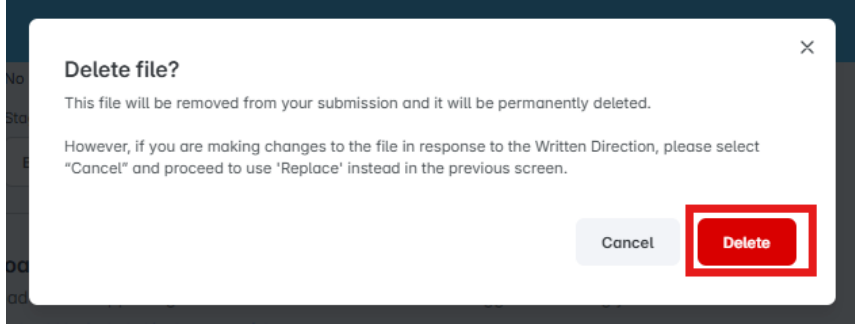
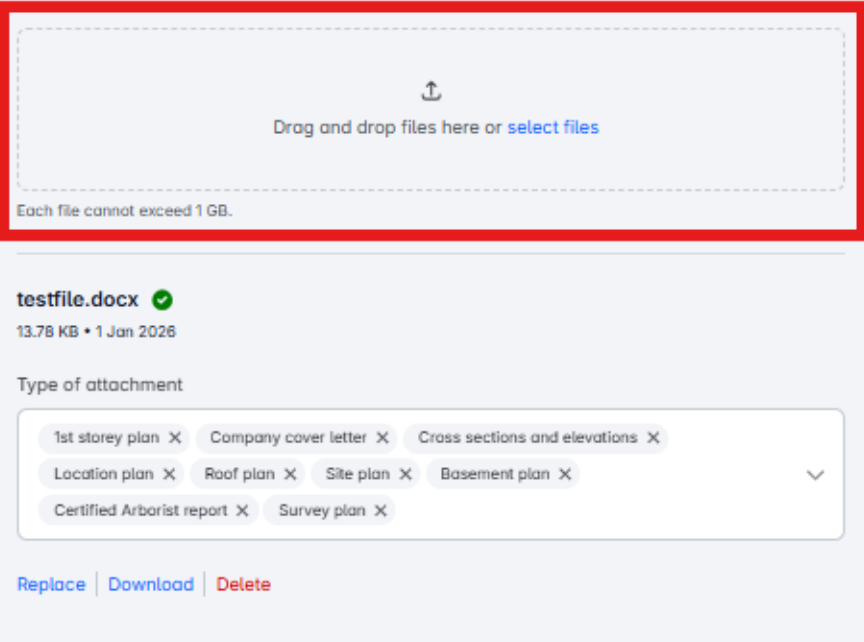
The screenshot displays the CorenetX interface for managing uploaded documents. At the top, a document titled 'testfile.docx' is shown with a green checkmark, indicating it is successfully uploaded. Below the title, the file size '13.78 KB' and the upload date '1 Jan 2026' are displayed. A section titled 'Type of attachment' contains a list of document types, each with a close button (X): '1st storey plan', 'Company cover letter', 'Cross sections and elevations', 'Location plan', 'Roof plan', 'Site plan', 'Basement plan', 'Certified Arborist report', and 'Survey plan'. Below this list, three action buttons are visible: 'Replace' (highlighted with a red box), 'Download', and 'Delete'. At the bottom of the interface, there are three buttons: 'Back', 'Save section as draft', and 'Review section'.

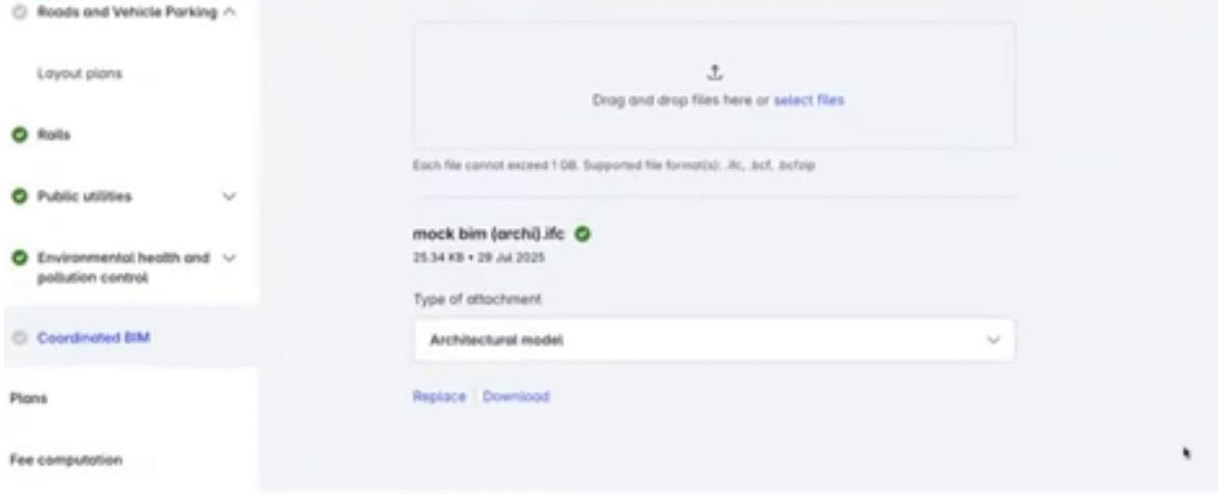
**Amending uploaded documents
(action by assigned Project
Parties)**

1. In the respective section, the assigned Project Parties can “replace” or “delete” the files that were earlier submitted.
2. If a file has been revised to address the agency’s comment for resubmission, replace the old file by clicking “Replace”. **This action allows changes to be tracked between the initial and resubmitted file.**

Note: Do not use delete unless the file must be omitted and is irrelevant to the submission. Otherwise, revised drawings should use “Replace”.

3. **Ensure that you “save” the section after replacing the file.** File scanning may take some time, but you may navigate to the coordinated

		BIM section while waiting for the file to upload.
	 <p>A dialog box titled "Delete file?" with a close button (X) in the top right corner. The text inside reads: "This file will be removed from your submission and it will be permanently deleted. However, if you are making changes to the file in response to the Written Direction, please select 'Cancel' and proceed to use 'Replace' instead in the previous screen." At the bottom, there are two buttons: "Cancel" and "Delete". The "Delete" button is highlighted with a red rectangular border.</p>	<p>4. If a file is no longer needed, click "Delete File."</p> <p>Note: Keep in mind that deleting a file removes it <u>permanently</u>. Only delete if necessary.</p>
	 <p>The image shows a file upload interface. At the top, there is a dashed rectangular box with an anchor icon and the text "Drag and drop files here or select files". Below this box, it says "Each file cannot exceed 1 GB." Below the upload area, there is a section for a file named "testfile.docx" with a green checkmark icon, showing "13.78 KB • 1 Jan 2026". Underneath, it says "Type of attachment" and lists several categories: "1st storey plan", "Company cover letter", "Cross sections and elevations", "Location plan", "Roof plan", "Site plan", "Basement plan", "Certified Arborist report", and "Survey plan". Each category has a small 'X' icon to its right. At the bottom of this section, there are three links: "Replace" (blue), "Download" (blue), and "Delete" (red).</p>	<p>5. To add a new file, follow the same steps in the initial submission. It will appear as a new entry.</p>

	<p>Amending uploaded BIM model (action by assigned Project Parties)</p> <ol style="list-style-type: none"> In the coordinated BIM section, your draft will be returned during resubmission. Select and “replace” the affected section if any amendments to the BIM model require redeclaration by the assigned project party. You will be prompted to select the agency’s section that has been affected by the revisions made in this replacement model e.g. “planning parameters” .bcf file is acceptable, if the project team has replied to the WD comments through the .bcf file. All files are to be encrypted by the relevant QPs
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11. Once your file is updated, click “review section”.

12. If no changes are necessary, click on “review section”.

15.5 Making Declarations

Project information

Planning parameters

Greenery provision

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Coordinated BIM

Plans

Fee computation

Project information

Last saved on 6:00pm, 1 January 2026 by Archie Teng

Ready for review

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

PROJECT REFERENCE NO.

AA0912-A0392-2025

Project details

Type of project

Design & Build project

Are you applying for works that have already been built or carried out?

No

Is the land on which the development lies sold under the Government Land Sales

No

SUBMISSION

Plan application (Design Gateway)

SUBMISSION STAGE

Resubmission

ASSIGNED PROJECT PARTY

Archie Teng

Architect

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

82.7 KB of 10 GB used

View files

Back

Edit

Proceed to declaration by QP(s)

Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)

- Upon completing the resubmission, the submission coordinator may click on “proceed to declaration by QP(s)”.

Note: Only sections that have been edited and resubmitted require re-declarations.

16. Making Amendments after Submission Clearance

16.1 Initiating Amendment

My projects > Project overview (AA0912-A0392-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process

Guided process to obtain the required agency clearances for your project

- Design gateway
- Piling gateway (optional)
- Construction gateway
- Completion

Obtain TOP/CSC approvals from relevant regulatory agencies before requesting for BCA's final clearance

[View TOP/CSC requirements](#)

All submissions

Create and manage your submissions

[Create submission](#)

Search by submission or ES no.

Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter

Filter by agency, status etc

SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Plan application (Construction Gateway)	New Submission EX20260101-50004-CG01R00 Clearance	All	1 Jan 2026	Amend View
Plan application (Design Gateway)	Resubmission EX20260101-50003-DG01R01 Clearance	All	1 Jan 2026	View


- Once the submission is approved and eligible for an amendment, the submission coordinator gains access to apply for an amendment.
- Go to the submission workspace and click “Amend” on the submission to be amended.

Note: An amendment can generally be made for all submissions except the Design Gateway submission.

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 6:30pm, 1 January 2026

 **Amendment created**

1 January 2026

The Project Coordinator has initiated an amendment to the submission

Plan application (Construction Gateway)

Submission stage




Amendment

Last saved on

6:30pm, 1 January 2026

Delete amendment

Edit

SECTION	ASSIGNED PROJECT PARTY
Project information	<div>Archie Teng</div> <div>Architect</div> <div><div> Submission coordinator</div></div>
Planning parameters	<div>Archie Teng</div> <div>Architect</div> <div><div> Submission coordinator</div></div>
External greenery	<div>Archie Teng</div> <div>Architect</div> <div><div> Submission coordinator</div></div>

SUBMISSION

Plan application (Construction Gateway)

SUBMISSION STAGE

Amendment

STATUS

Draft

[What is submission status?](#)

E-SUBMISSION NO.

-

[View all members](#)

Actions

[Assign project party](#)

[Edit sections and schemes](#)

[View responses](#)

[View submission activity](#)

3. A draft amendment submission is created.

4. Click “Edit” to access the amendment submission form.

Note: Click on “Delete amendment” to delete the amendment submission form. This will revert the submission to its last approved status.

150

Project information

Planning parameters

Greenery provision and tree conservation

External greenery
Submitted for review

Internal greenery
Submitted for review

Building control

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

External greenery

Last saved on 6:21pm, 1 January 2026 by Archie Teng

Ready for review

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

Details

Purpose of application	Tree cutting within green verge(s)
Are all existing/new road(s) adjoining the proposed development a Category 5 road?	No

Apply for approval of any non-compliance to NParks greenery requirement (if applicable)

No item(s) added

Back

SUBMISSION

Plan application (Construction Gateway)

SUBMISSION STAGE

Amendment

ASSIGNED PROJECT PARTY

Archie Teng

Architect

Submission coordinator

SUBMISSION SCHEME

Plan application

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

Edit

5. All approved details from the last submission will be repopulated.
6. The respective QP can click the “Edit” button to initiate the amendment for that section.
7. If there are errors, re-upload the necessary files.
8. All input is automatically saved. However, if unsure, use the “Save Section as Draft” button to preserve your changes.
9. Once changes have been finalised, click on “Review section”.

Project information

✓ Planning parameters

✓ Greenery provision and tree conservation ^

External greenery
Submitted for review

Internal greenery
Submitted for review

✓ Building control v

✓ Roads and Vehicle Parking v

✓ Rails

✓ Public utilities v

✓ Environmental health and pollution control v

✓ Fire safety v

✓ Coordinated BIM

Plans

Fee computation

Fee computation

Review payable plan processing fees with breakdown by agency

Based on the inputs in this application, no additional plan processing fees are required for payment.

SUBMISSION

Plan application (Construction Gateway)

SUBMISSION STAGE

Amendment

Checking for fees

10. Check if any fees have been triggered. If empty, it indicates no fees are required.

16.2 Making Declarations

Project information

Planning parameters

Greenery provision and tree conservation

External greenery
Submitted for review

Internal greenery
Submitted for review

Building control

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Fire safety

Coordinated BIM

Plans

Fee computation

Project information

Last saved on 6:35pm, 1 January 2026 by Archie Teng

Ready for review

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

PROJECT REFERENCE NO.
AA0912-A0392-2025

Project details

Type of project	Design & Build project
Are you applying for works that have already been built or carried out?	No
Is the land on which the development lies sold under the Government Land Sales Programme?	No
Is the proposed development within Tree Conservation Area or Vacant Land?	No
Are there conserved structures in the development?	No
Is the development located in a Good Class Bungalow Area (GCBA)? (for non-residential landed projects, select no)	No
Are there proposed external works (within Road Reserve)?	No
Are there any of the following civil engineering works involved?	None of the above

Back

Edit

Proceed to declaration by QP(s)

SUBMISSION
Plan application (Construction Gateway)

SUBMISSION STAGE
Amendment

ASSIGNED PROJECT PARTY
Archie Teng
Architect

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

View files

Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)

11. Once the amended sections are finalised, the submission coordinator may click on “proceed to declaration”.

12. All Qualified Persons will now be notified to make their declarations.

Note: All QPs need to redeclare for the amendment, regardless of whether their assigned sections were amended.

Project information

Planning parameters

Greenery provision and tree conservation

Building control

Roads and Vehicle Parking

Rails

Public utilities

Environmental health and pollution control

Fire safety

Coordinated BIM

Plans

Fee computation

Planning parameters

Last saved on 9:50pm, 1 January 2026 by Archie Teng

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Details

No. of affected storey(s) in this current amendment submission that require URA's approval	1 Updated
Broad land use	Health & Medical Care
Is your proposal affected by any scheme?	No
Does your proposal affect any land extensive development?	No
Is the proposal for regularisation of GFA calculation requested by URA?	No Updated

Apply for deviation from the planning requirements (if applicable)

No item(s) added

Use and GFA breakdown

Total Gross Floor Area (GFA)	50.00 m ²
Total use GFA for development use	50.00 m ²
Total bonus GFA per site	-

[Back](#) [Revert to draft](#) [Declare for submission](#)

SUBMISSION
Plan application (Construction Gateway)

SUBMISSION STAGE
Amendment

ASSIGNED PROJECT PARTY
Archie Teng
Architect
[Submission coordinator](#)

SUBMISSION SCHEME
Plan application

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

13.8 KB of 10 GB used

[View files](#)

Submitting Declarations (by assigned Project Parties)

13. For sections that were amended, the declaration will reappear.

14. For sections not amended, review that changes are immaterial and don't require new approval before declaring and submitting.

15. If additional fees are triggered, proceed to make payment by following the steps in [Section 13](#).

17. Submitting Independent Submissions

17.1 Creating an Independent Submission


[My projects](#) > Project overview (AA0912-A0371-2025)


Project overview


Created by Archie Teng on 18 November 2025


PROJECT REFERENCE NO.
AA0912-A0371-2025


Gateway submission process

**Submission workspace**
Prepare project submissions

**Project members**
View and add members

**Member appointments**
Appoint members for relevant scopes of works

**Make payment**
Add and pay for multiple payments

**Site inspection booking**
Create and manage bookings

Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.
2. Click on “Submission Workspace” to initiate a submission.

My projects > Project overview (AA0912-A0371-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process

Guided process to obtain the required agency clearances for your project

- Design gateway
Start your submission process with a plan application (Design gateway) for plans approval
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions

Create and manage your submissions

Search by submission or ES no.
Type in keywords e.g. plan application or ES20231212-12345-DG01R00

Filter
Filter by agency, status etc

Create submission

3. The submission workspace dashboard reflects the stage your project is at.

Note: In this example, we are at the Design Gateway (DG)

4. Click on “Create Submission”.

Note: If no submissions have been made, any member can proceed to create one.

<div><h3>Select submission</h3><p>Only applicable submissions will be made available for selection</p><p>Submission category</p><div>independent submission (to individual agencies) ▼</div><hr/><p>Agency</p><div>National Environment Agency (NEA) ▼</div><hr/><p>Submission</p><div>Noise assessment ▼</div><hr/><p>Submission coordinator</p><div>ARCHIE TENG - A0912 (Architect) ▼</div><div><div>Cancel</div><div>Next</div></div></div>	<p>5. Select “Independent submission (to individual agencies)”.</p> <p>6. Select the agency and submission type – in this example, the independent submission is a Noise Assessment to be submitted to NEA.</p> <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this pre-submission consultation.</p> <p>7. Click “Next”.</p>
--	---

<div><h3>Create submission</h3><p>Please read the below instructions before proceeding.</p><div>Submission details<table><tr><td>Submission</td><td>Noise assessment</td></tr><tr><td>Agency</td><td>National Environment Agency (NEA)</td></tr></table></div><h3>Instructions</h3><p>This submission requires the relevant appointed project party(s) to prepare and submit the application to the selected regulatory agency.</p><p>The coordinating QP for this submission may fill in the relevant sections and provide declarations to complete the submission.</p><p>Please note applications can only be submitted upon full payment of plan processing fees, where relevant.</p><div>← BackCancelCreate</div></div>	Submission	Noise assessment	Agency	National Environment Agency (NEA)	<p>8. Review submission details and click “Create”.</p>
Submission	Noise assessment				
Agency	National Environment Agency (NEA)				

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 5:05pm, 2 December 2025

+

Submission created

2 December 2025

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Noise assessment

Submission stage	New Submission
Last saved	5:05pm, 2 December 2025

Edit

SUBMISSION

Noise assessment

AGENCY

NEA

SUBMISSION STAGE

New Submission

STATUS

Draft

What is submission status?

E-SUBMISSION NO.

-

View all members

Actions

View responses

View submission activity

- An independent submission will be created. At the start, its submission status will be reflected as “draft”.
- The assigned Project Parties can click on “Edit” to fill in the details and upload documents.


Project information	
<div>Noise assessment</div>	<div><h3>Noise assessment</h3><p>Last saved on - Draft</p><p>Development proposal application</p><div>Non-industrial</div><p>Is this proposal for new, replacement or relocation of ACMV?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><p>Is the noise report prepared by a registered noise consultant?</p><p><input checked="" type="radio"/> Yes <input type="radio"/> No</p><p>Is this application concurrent with partial TOP of the project?</p><p><input type="radio"/> Yes <input checked="" type="radio"/> No</p><p>Back</p></div>
	<div><div><p>SUBMISSION</p><p>Noise assessment</p><p>SUBMISSION STAGE</p><p>New Submission</p><p>AGENCY</p><p>NEA</p><p>APPOINTED PROJECT PARTY</p><p>Archie Teng Architect</p><p>Submission coordinator</p></div><div><p>Documents</p><p>The combined file size of all documents in this submission cannot exceed 10 GB.</p><p>0.0 KB of 10 GB used</p><p>View files</p></div></div> <div>Save section as draft Review section</div>

Completing the Independent Submission Form

11. A greyed-out tick will appear beside the section(s) to be completed – in this example, the section is “Noise assessment”.

12. The assigned QP(s) can click on these sections to fill in the details and upload required documents.

13. It is recommended for users to “save section as draft” to prevent data loss.

<div><h3>Upload documents</h3><p>Upload all the supporting documents and ensure all files are tagged accordingly</p><p>What should be included in documents/plans</p><ul style="list-style-type: none">✓ Noise assessment report✓ Calibration certificate (if applicable)✓ Specifications and photographs of CUs/VRVs/EAfs/FAFs/CTs/Chillers/ACMV equipment (if applicable)✓ Others (optional)<div> Drag and drop files here or select files</div><p>Each file cannot exceed 1 GB.</p><div><div>Test.docx ✓ 13.93 KB • 2 Dec 2025</div></div><div>Back<div><div>Save section as draft</div><div>Review section</div></div></div></div>	<p>14. Once all inputs have been finalised and required documents have been uploaded, click on “Review section”.</p> <p>15. A pop-up window will appear. Click on “Confirm” to proceed.</p>
--	---

17.2 Making Declarations

Project information

Noise assessment

Noise assessment

Last saved on 5:14pm, 2 December 2025 by Archie Teng

[Ready for review](#)

Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

Development proposal application	Non-industrial
Is this proposal for new, replacement or relocation of ACMV?	No
Is the noise report prepared by a registered noise consultant?	Yes
Is this application concurrent with partial TOP of the project?	No
Stage of application for NEA	Before Temporary Compliance Certificate

[Back](#)

SUBMISSION
Noise assessment

SUBMISSION STAGE
New Submission

AGENCY
NEA

APPOINTED PROJECT PARTY
Archie Teng
Architect

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

14.0 KB of 10 GB used

[View files](#)

Edit
[Proceed to declaration by QP\(s\)](#)

Proceed to declaration (action by Submission Coordinator / Submission Coordinator Assistant)

- After the sections have been locked for review, the submission coordinator may click on “proceed to declaration by QP(s)”.
- All assigned Qualified Person(s) will now be notified to make their declarations via email.

Email notification to assigned QP(s): Declaration required for Noise assessment

The following section(s) of the application is pending declaration by Archie Teng.

- Noise assessment (Declaration under Environmental Public Health Act and Environmental Protection and Management Act)

All appointed project parties are required to login to CORENET X and provide their declaration(s) for the relevant aspect of the submission.

[View submission](#)

[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 5:14pm, 2 December 2025

Pending declaration by appointed project party(s)

2 December 2025

Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

Noise assessment

Submission stage	New Submission
Reviewed on	5:14pm, 2 December 2025

[Revert submission to draft](#)
[View](#)

DECLARATION	APPOINTED PARTY	STATUS
Noise Assessment Declaration under Environmental Public Health Act and Environmental Protection and Management Act	Archie Teng Architect	<div>Pending</div>

SUBMISSION

Noise assessment

AGENCY

NEA

SUBMISSION STAGE

New Submission

STATUS

Pending declaration

[What is submission status?](#)

E-SUBMISSION NO.

-

[View all members](#)

Actions

[View responses](#)

[View submission activity](#)

[Delete submission](#)

Submission created

2 December 2025

- The submission status will be updated to “pending declaration”.
- You will be able to view who are the appointed parties who need to submit their declarations.

Note: In this simplified example, the architect (who is also the submission coordinator) is the only one who needs to make the declaration.

- If the submission needs to be amended, the submission coordinator may click on “revert submission to draft”.

Project information

✓ Noise assessment

Noise assessment

Last saved on 5:14pm, 2 December 2025 by Archie Teng

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Development proposal application	Non-industrial
Is this proposal for new, replacement or relocation of ACMV?	No
Is the noise report prepared by a registered noise consultant?	Yes
Is this application concurrent with partial TOP of the project?	No
Stage of application for NEA compliance certificate	Before Temporary Compliance Certificate

Uploaded documents

FILE NAME

FILE NAME

FILE NAME

Back

Revert to draft

Declare for submission

SUBMISSION
Noise assessment

SUBMISSION STAGE
New Submission

AGENCY
NEA

APPOINTED PROJECT PARTY
Archie Teng
Architect

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

14.0 KB of 10 GB used

View files

Submit Declaration (action by assigned QP(s))

- The assigned QP(s) will need to click on the link in their email, which will bring them to the declaration page.
- Click on “Declare for submission”.

18. Submitting Permit Application to carry out works

18.1 Creating a Submission


[My projects](#) > Project overview (AA0912-A0371-2025)


Project overview


Created by Archie Teng on 18 November 2025


PROJECT REFERENCE NO.
AA0912-A0371-2025


Gateway submission process

**Submission workspace**
Prepare project submissions

**Project members**
View and add members

**Member appointments**
Appoint members for relevant scopes of works

**Make payment**
Add and pay for multiple payments

**Site inspection booking**
Create and manage bookings

All submissions

Create and manage your submissions

Search by submission or ES no.

Filter

SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Full demolition application -	New Submission EX20260101-50001-JS01R00 Clearance	All	1 Jan 2026	View

1-1 of 1 results

1. Go to the “Project Overview” page.
2. Click on “Submission Workspace”.
3. Click on “Create submission”.

<div><h3>Select submission</h3><p>Only applicable submissions will be made available for selection</p><p>Submission category</p><div>Permit application (to carry out works) ▼</div><hr/><p>Agency</p><div>Building and Construction Authority (BCA) ▼</div><hr/><p>Submission</p><div>Permit to carry out structural works ▼</div><hr/><p>Application for</p><div>EX20260101-50001-JS01R00 (Full demolition application) ▼</div><hr/><p>Submission coordinator</p><div>EUGENE CHIA - E8431 (Professional Engineer (Civil)) ▼</div><div><div>Cancel</div><div>Next</div></div></div>	<p>4. Select “Permit application (to carry out works)”.</p> <p>Note: For BCA permits, there should be existing approved structural plans, including the structural works approved in Piling and Construction gateways. Only the PE(Civil) appointed for supervision responsibilities can create this submission.</p> <p>5. Select the Agency and Submission Type.</p> <p>6. Select the corresponding structural plan approval ES number to proceed.</p> <p>Note: The project member creating this submission will be assigned the role of Submission Coordinator for this submission.</p> <p>7. Click “Next”.</p>
--	--

<div><h3>Create submission</h3><p>Please read the below instructions before proceeding.</p><div>Submission details<table><tr><td>Submission</td><td>Permit to carry out structural works</td></tr><tr><td>Agency</td><td>Building and Construction Authority (BCA)</td></tr><tr><td>Application for</td><td>EX20260101-50001-JS01R00 (Full demolition application)</td></tr></table></div><h3>Instructions</h3><p>This submission requires the relevant appointed project parties to jointly prepare and submit the application to regulatory agencies.</p><p>The main QP coordinating this permit application shall ensure that all relevant QPs, Builder and site supervisors have been appointed as only the appointed parties may fill in the relevant sections and provide declarations to complete the submission.</p><p>Please note applications can only be submitted upon full payment of plan processing fees.</p><div>Cancel Create</div></div>	Submission	Permit to carry out structural works	Agency	Building and Construction Authority (BCA)	Application for	EX20260101-50001-JS01R00 (Full demolition application)	<p>8. Select “Create”.</p> <p>Note: Builder must be appointed before this step, so that his name appears in the drop-down list for selection.</p>
Submission	Permit to carry out structural works						
Agency	Building and Construction Authority (BCA)						
Application for	EX20260101-50001-JS01R00 (Full demolition application)						

My projects > Project overview (AA0912-A0392-2025) > Submission workspace > View submission timeline

View submission timeline

Last updated on 5:09pm, 1 January 2026

Submission created

1 January 2026

Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Permit to carry out structural works

Submission stage

New Submission

Last saved

5:09pm, 1 January 2026

Edit

SECTION	ASSIGNED PROJECT PARTY
<div>Permit details</div> <div>BCA</div>	<div>Eugene Chia</div> <div>Professional Engineer (Civil)</div> <div>Submission coordinator</div>
<div>Supervision of structural works</div> <div>BCA</div>	<div>Eugene Chia</div> <div>Professional Engineer (Civil)</div> <div>Submission coordinator</div>
<div>Manpower, Constructability and Specialist building works</div> <div>BCA</div>	<div>No assigned project party</div> <div>Please assign a project party to this section</div>

SUBMISSION

Permit to carry out structural works

AGENCY

BCA

APPLICATION FOR

EX20260101-50001-JS01R00 (Full demolition application)

SUBMISSION STAGE

New Submission

STATUS

Draft

What is submission status?

E-SUBMISSION NO.

-

View all members

Actions

Assign project party

View responses

View submission activity

Delete submission

9. A draft submission will be created. As there may be multiple parties involved in the submission, assign the project parties into each of the sections before proceeding. See “assign project party” section for more information.

10. Click on “Edit” to fill in the submission form.

168

Demolition information

Building control ^

Structural works

Permit details

Supervision of works v

Manpower, Constructability and Specialist building works

Permit details

Last saved on -

Draft

Expected date of commencement

Duration of works

DD/MM/YYYY

 months

Upload documents

Upload all the supporting documents and ensure all files are tagged accordingly

☒ Cover letter (if applicable)

☒ Impact assessment report (reg_32_Annex A) (if applicable)

☒ Notification of communication plan for landed development projects (if applicable)

☒ Site supervision plan (if applicable)

☒ Others (optional)

Drag and drop files here or [select files](#)

SUBMISSION

Permit to carry out structural works

SUBMISSION STAGE

New Submission

AGENCY

BCA

APPLICATION FOR

EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY

Eugene Chia

Professional Engineer (Civil)

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

Back

Save section as draft

Review section

Input Permit Details (action by QP (Supervision), i.e. PE (Civil) appointed for supervision of structural works)

11. QP (Supervision) is to input the permit details.

12. Once all fields have been filled in, click on “review section”.

Demolition information
Building control
Structural works
Permit details
Supervision of works
Supervision of structural works
Manpower, Constructability and Specialist building works

Supervision of structural works

Last saved on - Draft

Total no. of RE/RTO supervising the works

No. of Resident Engineer(s) (RE)
No. of Resident Technical Officer(s) (RTO)

Supervision of works

Does this project require RE/RTO?

Select the applicable option(s)

☐ Appointed project party will supervise the structural works
☐ RE/RTO will be the site supervisor
☐ RE/RTO will be the site supervisor (offshore supervision carried out by non-singpass holder)

Upload documents

Back

Save section as draft

Review section

SUBMISSION

Permit to carry out structural works

SUBMISSION STAGE

New Submission

AGENCY

BCA

APPLICATION FOR

EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY

Eugene Chia

Professional Engineer (Civil)

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

0.0 KB of 10 GB used

Provide inputs for Supervision of Structural Works (action by QP (Supervision))

13. QP (Supervision) is to provide inputs for this section.

14. QP (Supervision) shall indicate the Resident Engineer (RE) and Resident Technical Officer (RTO) involved for the project in the permit. Their names will appear in the drop-down list for selection when they are successfully added into the project.

15. The QP (Supervision) is responsible for adding the RE and RTO involved for the project into the project. Like every other project member, the REs and RTOs are required to login to the system and acknowledge their addition to the project. Following this, the QP (supervision) may then see their names appear in the permit form for selection.

	<p>16. If Geotechnical works are involved as per indicated during the creation of this form, “Supervision of Geotechnical Building works” section will also be generated. PE (Geotechnical) appointed for supervision of the works can access this section to make their inputs.</p> <p>17. Once all fields have been filled in, click on “review section”.</p> <p>Tip: Refer to “does this project require RE/RTO?” to see the requirements.</p>
--	--

Demolition information
Building control
Permit details
Supervision of works
Manpower, Constructability and Specialist building works

Manpower, Constructability and Specialist building works

Last saved on - Draft

No. of workers for the worksite in this permit

Estimated maximum number of workers who may be at work in the worksite (include sub-contractors) during peak period of project

Constructability Score (for projects GFA $\geq 5,000$ m²)

Is Constructability Score applicable?

☐ Yes

☐ No

Specialist Builder(s) details

Are there specialist building works involved in this application?

☐ Yes

[Back](#)

[Save section as draft](#) [Review section](#)

SUBMISSION

Permit to carry out structural works

SUBMISSION STAGE

New Submission

AGENCY

BCA

APPLICATION FOR

EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY

Brendon Soh

Licensed Builder (Technical Controller) / Licensed Builder (Approved Person)

LICENSED BUILDER

MOCK FIRM 236Z

Documents

The combined file size of all documents in this submission cannot

Provide inputs for Manpower, Constructability and Specialist Building Works (action by Building Technical Controller)

18. Technical Controller (TC) is to provide inputs for this section.

19. If there are specialist building works involved, the TC shall select the appointed licensed specialist builder (LSB) accordingly involved in the works under this permit.

Contact the PC to add the LSB and complete the appointment process. Their names will appear in the list thereafter.

20. Once all fields have been filled in, click on “Review section”.

18.2 Making Declarations

Demolition information

Building control

✔ Permit details

✔ Supervision of works

Supervision of structural works
Submitted for review

✔ Manpower, Constructability and Specialist building works

Manpower, Constructability and Specialist building works

Last saved on 5:14pm, 1 January 2026 by Brendon Soh

[Ready for review](#)

i Information provided here is provided by the appointed project party. For any edit, please contact the appointed project party.

No. of workers for the worksite in this permit 100

Constructability Score (for projects GFA ≥5,000 m²)

Is Constructability Score applicable? No

Please specify Waiver is obtained

Specialist Builder(s) details

Are there specialist building No

[Back](#)

SUBMISSION
Permit to carry out structural works

SUBMISSION STAGE
New Submission

AGENCY
BCA

APPLICATION FOR
EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY
Brendon Soh
Licensed Builder (Technical Controller) / Licensed Builder (Approved Person)

LICENSED BUILDER
MOCK FIRM 236Z

Documents
The combined file size of all documents in this submission cannot exceed 10MB.

[Proceed to declaration by QP\(s\)](#)

Proceed to Declarations (action by Submission Coordinator / Submission Coordinator Assistant)

- A green tick will appear beside completed sections.

Note: Submission Coordinator / Assistant will receive notifications when a section is completed as well.

- After all sections in a form have been completed by all assigned QPs, the Submission Coordinator is to trigger declaration for all QPs by clicking on “Proceed to declaration by QP(s)”.

Note: While assigned project parties can prepare their respective sections concurrently, they are not allowed to declare for their respective sections until all inputs are completed.

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Submission workspace](#) > [View submission timeline](#)

View submission timeline

Last updated on 5:16pm, 1 January 2026

Pending declaration by appointed project party(s)
1 January 2026
Submission details are reviewed and locked. Declaration forms are sent to all appointed project party(s). All declaration(s) must be in place before submission can be paid.

Permit to carry out structural works

Submission stage: New Submission
Reviewed on: 5:16pm, 1 January 2026

[Revert submission to draft](#)
[View](#)

DECLARATION	APPOINTED PARTY	STATUS	
Permit details Building Control Act	Eugene Chia Professional Engineer (Civil)	Pending	⋮
Supervision of structural works Building Control Act	Eugene Chia Professional Engineer (Civil)	Pending	⋮
Manpower, Constructability and Specialist building works Building Control Act	MOCK FIRM 236Z Licensed Builder	Pending	⋮

Submission created
1 January 2026

SUBMISSION
Permit to carry out structural works

AGENCY
BCA

APPLICATION FOR
EX20260101-50001-JS01R00 (Full demolition application)

SUBMISSION STAGE
New Submission

STATUS
Pending declaration

What is submission status?

E-SUBMISSION NO.
-

[View all members](#)

Actions
[Assign project party](#)

[View responses](#)

[View submission activity](#)

Delete submission

- The status of the submission in the “Submission Workspace” will be updated to “Pending declaration”.
- An email will be sent to all Qualified Persons to inform them to make their declarations.
- Project Coordinators / Assistants can track the declarations by viewing the status of the individual sections.

Note: If revisions are needed, the submission coordinator can click on the “Revert submission to draft” button to return the submission to draft status for necessary edits.

Demolition information

Building control

Permit details

Supervision of works

Supervision of structural works
Submitted for review

Manpower, Constructability and Specialist building works

Supervision of structural works

Last saved on 5:16pm, 1 January 2026 by Eugene Chia

Pending declaration

Submission is now pending declaration by the appointed project party. For any edits, please contact the submission coordinator to revert submission to draft.

Total no. of RE/RTO supervising the works

No. of Resident Engineer(s) (RE)1

No. of Resident Technical Officer(s) (RTO)0

Supervision of works

Select the applicable option(s)

- Appointed project party will supervise the structural works

Appointed project party will supervise the structural works

To conduct full-time supervision of structural works as required in Section 7(1)(b) of the Building Control Act in the capacity of a:

RE

Phase deploymentAll phases

Uploaded documents

Back

Revert to draft

Declare for submission

SUBMISSION

Permit to carry out structural works

SUBMISSION STAGE

New Submission

AGENCY

BCA

APPLICATION FOR

EX20260101-50001-JS01R00 (Full demolition application)

ASSIGNED PROJECT PARTY

Eugene Chia

Professional Engineer (Civil)

Submission coordinator

Documents

The combined file size of all documents in this submission cannot exceed 10 GB.

27.6 KB of 10 GB used

View files

Submit Declarations (by assigned Project Parties)

6. As the assigned project party, review all information and proceed by clicking on “Declare for submission”.

7. The submission status will be updated to “Pending Payment”.

8. Proceed to make payment by following the steps in [Section 13](#).

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Declaration By	
Name	Eugene Chia
Role	Professional Engineer (Civil)
Firm name	MOCK FIRM 430P
UEN	S85ER7430P
DATE 1 January 2026	
Cancel	Declare and Submit

9. The assigned project party will be brought to the declaration page. Click on “Declare and Submit”.

My projects > Project overview (AA0912-A0392-2025) > Submission workspace

Submission workspace

Joint space for project members to manage and prepare project submissions

Gateway submission process

Guided process to obtain the required agency clearances for your project

- Design gateway
Start your submission process with a plan application (Design gateway) for plans approval
- Piling gateway (optional)
- Construction gateway
- Completion

All submissions

Create and manage your submissions

Create submission

Search by submission or ES no.

Filter

Type in keywords e.g. plan application or ES20231212-12345-DC01R00

Filter by agency, status etc

SUBMISSION	STATUS	AGENCY	LAST UPDATED	ACTIONS
Permit to carry out structural works For: EX20260101-50001-JS01R00 (Full demolition application)	New Submission EX20260101-50002-BC01R00 Processing	BCA	1 Jan 2026	View
Full demolition application -	New Submission EX20260101-50001-JS01R00 Clearance	All	1 Jan 2026	Amend View

1-2 of 2 results

10. After all QPs have made their declarations, the submission status will be updated to “Processing”.

19. Applying for Waiver

19.1 Creating a Waiver Application


[My projects](#) > [Project overview \(AA0912-A0371-2025\)](#)


Project overview


Created by Archie Teng on 18 November 2025


PROJECT REFERENCE NO.
AA0912-A0371-2025


Gateway submission process

**Submission workspace**
Prepare project submissions

**Project members**
View and add members

**Member appointments**
Appoint members for relevant scopes of works

**Make payment**
Add and pay for multiple payments

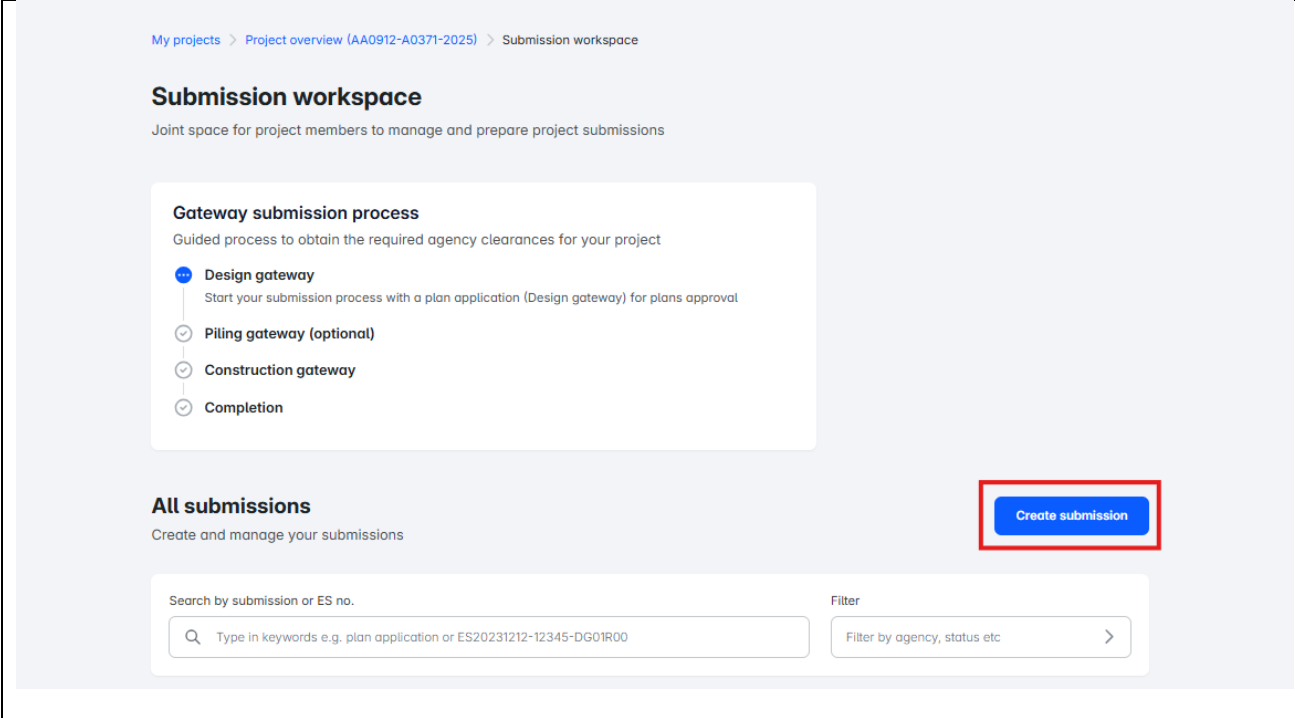
**Site inspection booking**
Create and manage bookings

Submission milestone dashboard

Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.

SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Not started	-	
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Not started	-	
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. Go to the “Project Overview” page.
2. Click on “Submission Workspace” to initiate a submission.

	<p>3. The submission workspace dashboard reflects the stage your project is at.</p> <p>Note: In this example, we are at the Design Gateway (DG)</p> <p>4. Click on “Create Submission”.</p> <p>Note: If no submissions have been made, any member can proceed to create one.</p>
--	--

<div><h3>Select submission</h3><p>Only applicable submissions will be made available for selection</p><p>Submission category</p><div>Waiver/non-compliance</div><p>Agency</p><div>Singapore Civil Defence Force (SCDF)</div><p>Agency category</p><div>Fire Safety</div><div><div>Cancel</div><div>Next</div></div></div>	<ol style="list-style-type: none">5. Select “Waiver / Non-compliance”.6. Select the agency and category for which the waiver is to be submitted.7. Click “Next”.
---	--

Create submission	
Please read the below instructions before proceeding.	
Submission details	
Agency category	Fire Safety
Submission	Waiver/non-compliance
Agency	Singapore Civil Defence Force (SCDF)
Instructions	
<p>This application for waiver/non-compliance will be made to the single selected agency pertaining to their specific regulations, requirements and conditions.</p> <p>Application can be made either:</p> <ul style="list-style-type: none">• Prior to a formal plan application to the agency (e.g to seek specific waivers upfront), or• In response to a condition/guideline imposed by the agency (e.g as part of Written Direction) <p>To ensure a smooth process, please provide adequate details, clear descriptions and annotations. Include information such as detailed plans and drawings, photos and any other supporting documents or materials necessary to illustrate and justify the request for the agency's review.</p> <p>Please note that the application will only be successfully accepted after payment (if applicable) is made.</p> <p>The outcome of the application is final once decided by the respective agency's panel. Appeal for the same waiver with the same design will not be accepted.</p>	
← Back	Cancel Create

8. Review submission details and click "Create".
9. An email will be sent to the assigned Qualified Person(s) to inform them to prepare the waiver submission.

View submission timeline

Last updated on 3:04pm, 2 December 2025

Submission created
2 December 2025
Assign appointed project parties to the respective sections and they can proceed to complete the submission form

Waiver/non-compliance	
Submission stage	New Submission
Last saved	3:04pm, 2 December 2025

[Edit](#)

SUBMISSION
Waiver/non-compliance

AGENCY
SCDF (Fire Safety)

SUBMISSION STAGE
New Submission

STATUS
Draft

[What is submission status?](#)

E-SUBMISSION NO.
-

[View all members](#)

Actions

[View responses](#)

[View submission activity](#)

[Delete submission](#)

10. A waiver submission will be created. At the start, its submission status will be reflected as “draft”.

11. The assigned Qualified Person(s) click on “Edit” to fill in the Waiver details and upload documents.

<p>Project information</p> <p>Waiver/non-compliance</p> <p>Fee computation</p>	<h3>Waiver/non-compliance</h3> <p>Last saved on - Draft</p> <p>Details</p> <p>Building category</p> <p>Please select</p> <p><i>There is no fire safety engineer in your project. Please contact your PC to add and appoint them as a member if required.</i></p> <p>Fire safety engineer (if applicable)</p> <p>Please select</p> <p>This submission is arising from SCDF's audit checked on previous plan?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><i>There is no relevant submitted/approved plan for related BP/MV/FP submission. Please ensure that the plan is submitted/approved if you wish to select the applicable submission.</i></p> <p>Back</p> <p>Save section as draft</p> <p>Review section</p> <div> <p>SUBMISSION</p> <p>Waiver/non-compliance</p> <p>SUBMISSION STAGE</p> <p>New Submission</p> <p>AGENCY</p> <p>SCDF (Fire Safety)</p> <p>APPOINTED PROJECT PARTY</p> <p>Archie Teng Architect</p> <p>Submission coordinator</p> </div> <div> <p>Documents</p> <p>The combined file size of all documents in this submission cannot exceed 10 GB.</p> <p>0.0 KB of 10 GB used</p> <p>View files</p> </div>	<h3>Completing the Waiver Submission</h3> <p>12. The assigned QP can click on the “Waiver/non-compliance” section to fill in the details and upload required documents.</p> <p>13. It is recommended for users to “save section as draft” to prevent data loss.</p> <p>14. Once this section is finalised, click on “Review section”.</p>
<p>Project information</p> <p>Waiver/non-compliance</p> <p>Fee computation</p>	<h3>Fee computation</h3> <p>Review payable plan processing fees</p> <p>TOTAL PAYABLE FEE</p> <p>SGD 160.00</p>	<p>15. Once the section has been locked for review, a green tick will appear.</p>

19.2 Review Computation of Fees

Project information

✓ Waiver/non-compliance

Fee computation

Fee computation

Review payable plan processing fees

SUBMISSION
Waiver/non-compliance

SUBMISSION STAGE
New Submission

TOTAL PAYABLE FEE
SGD 160.00

Cost breakdown

AGENCY
Singapore Civil Defence Force (SCDF)

SUBMISSION
Waiver/non-compliance application
No. of waiver/non-compliance item: 1

Subtotal	160.00
Total plan fee payable (SGD)	160.00

[Back](#)

Submit

Review Fees for Waiver Application

1. Select the “Fee computation” section to review payable fees.
2. Click “Submit” and confirm to submit the waiver application.

View submission timeline

Last updated on 12:04pm, 5 December 2025

Submission pending payment
8 December 2025
Submission will only be submitted to the regulatory agencies after payment is made
[View submission](#)

Waiver/non-compliance

Submission stage	New Submission
Reviewed on	12:04pm, 5 December 2025

[Revert submission to draft](#)[View](#)

Singapore Civil Defence Force (SCDF)

Amount payable	SGD 160.00
Status	Pending payment

[Ask someone to pay](#)[Make payment](#)

Submission created
2 December 2025

SUBMISSION
Waiver/non-compliance

AGENCY
SCDF (Fire Safety)

SUBMISSION STAGE
New Submission

STATUS

Pending payment

[What is submission status?](#)

E-SUBMISSION NO.
EX20251208-50001-SC01W00

[View all members](#)

Actions

[View responses](#)

[View submission activity](#)

[Delete submission](#)

Make Payment

3. The status of the waiver application will be updated to “pending payment”.

4. Make payment by following the steps in [Section 13](#).

20. Submitting for Completion (TOP/CSC)

Submission milestone dashboard			
Keep track of the progress of your joint submissions. For all other applications, please view them in the submission workspace.			
SUBMISSIONS	SUBMISSION STAGE	WD OUTSTANDING	ACTIONS
Plan application Design gateway	Resubmission EX20260101-50003-DG01R01 Clearance	-	View submission
Plan application Piling gateway (Optional)	Not started	-	
Plan application Construction gateway	Amendment EX20260101-50004-CG02R00 Clearance	-	View submission
Completion TOP/CSC clearance	Not started	-	View TOP/CSC requirements

1. After clearing the Design Gateway, Piling Gateway (if applicable) and Construction Gateway or the Direct Submission Process, the clearances will be reflected on the submission milestone dashboard in the “Submission Workspace”.
2. You will see that the status for the “Completion” stage is reflected as “Not started”.
3. Click on “View TOP/CSC requirements” to proceed.

20.1 Booking Site Inspections

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

Site inspection

Technical clearance

Certificate of Supervision and As-Built

Completion of Structural work

View the checklist(s) for more details and ensure that all required inspections are conducted

Manage inspection booking

INSPECTION	INSPECTION REQUIREMENT	LATEST UPDATED	ACTION
<div>TOP/CSC BCA</div>	<div><div>?</div>May require</div>	-	<div>View checklist</div>
<div>Civil Defence Shelter (Non-Transit/Non-Public) BCA</div>	<div><div>?</div>May require</div>	-	<div>View checklist</div>

4. Site inspections can be booked through “Site inspection booking” on the Project overview page or in the TOP/CSC requirements page.

5. On the TOP/CSC requirements page, you can view the site inspection requirements for TOP/CSC – click on “view checklist” for detailed requirements.

6. You may click on “manage inspection booking” to book inspections.

[My projects](#) > [Project overview \(AA0912-A0392-2025\)](#) > [Manage site inspection booking](#)

Manage site inspection booking

[View requirements for site inspection](#)

[Book inspection](#)

[In progress](#)
[Completed](#)
[Cancelled](#)

INSPECTION	TYPE	STATUS	DATE OF INSPECTION	QUALIFIED PERSON (QP)	ACTION
There are no bookings yet					
0-0 of 0 results					

7. Go to the “Manage Site Inspection Booking” page.

8. Click on “Book Inspection”. Proceed to book your preferred slot.

Note: Currently, only booking of site inspections by the Building and Construction Authority (BCA) are supported in CORENET X Submission Portal.

Other agencies’ site inspection booking will be progressively introduced and will currently remain status quo, where project teams can approach the agency directly to make the bookings.

20.2 Checking Required Technical Clearances

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

Site inspection **Technical clearance** Certificate of Supervision and As-Built Completion of Structural works

i Please obtain the necessary technical clearances from the below agencies. If the project is subject to approval by BCA under the Building Control Act, please note that these technical clearances are necessary in order for BCA to issue Temporary Building Permit (TOP) or Certificate of Statutory Completion (CSC) for the project.

AGENCY	TOP CLEARANCE STATUS	CSC CLEARANCE STATUS	ACTIONS
Planning parameters URA	i Direct technical clearance (CSC) is required	Not submitted	View checklist
Greenery provision and tree conservation NParks	i Not required	Not submitted	View checklist
Roads LTA	i Not required	Not submitted	View checklist
Rails LTA	i Not required	i Not applicable	View checklist
Vehicle Parking with/without Electric Vehicles (EV) charging provisions LTA	i Not required	i Not applicable	View checklist
Drainage PUB	Not submitted	Not submitted	View checklist

9. If you are uncertain which technical clearances are required from agencies based on submitted plans, you may go to the “Submission Workspace” and click on “View TOP/CSC requirements” under the submission milestone dashboard.

10. Click on the “Technical Clearance” tab. This section informs you whether your latest approved construction gateway requires TOP/CSC clearances from each agency.

Tip: Click on “view checklist” to understand each agency’s requirements for technical clearance.

11. Obtain the required technical clearances by following the steps in [Section 20.3](#).

20.3 Obtaining Required Technical Clearances

<div><h3>Select submission</h3><p>Only applicable submissions will be made available for selection</p><div><p>Submission category</p><div>Technical clearances (certificate of supervision etc.)</div></div><div><p>Agency</p><div>Urban Redevelopment Authority (URA)</div></div><div><p>Submission</p><div>Application for technical clearance (CSC)</div></div><div><p>Agency category</p><div>Planning parameters</div></div><div><p>Submission coordinator</p><div>ARCHIE TENG - A0912 (Architect)</div></div><div><div>Cancel</div><div>Next</div></div></div>	<ol style="list-style-type: none">1. Go to the Submission Workspace and click on “Create Submission”.2. Select “Technical clearances” under the Submission category.3. Choose the appropriate forms to be submitted for technical clearance.4. Click “Next” and complete the guided submission to obtain the relevant technical clearance.
--	---

20.4 Certificate of Supervision and As-Built

View TOP/CSC requirements		
Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.		
Site inspection	Technical clearance	Certificate of Supervision and As-Built
		Completion of Structural works
▼	CERTIFICATE OF SUPERVISION/AS-BUILT	STATUS
▼	As-built Buildable Design Score Calculations BCA	Not submitted
▼	As-built Constructability Score Calculations BCA	Not submitted
▼	As-built Environmental Sustainability documentation BCA	Not submitted
▼	Builder's certificate BCA	Not submitted
▼	Certificate of Supervision of Air-Conditioning and Mechanical Ventilation System(s) BCA	Not submitted
▼	Certificate of Supervision of Lightning Protection system BCA	Not submitted
▼	Commissioning of Civil Defence shelter BCA	Not submitted
▼	Commissioning test report (public/transit shelter) BCA	Not submitted
▼	Notice of Approval of Commissioning (NOAC) (Transit shelter) BCA	Not submitted

7. Depending on project requirements, not all Certificate of Supervision and As-Built Forms may be required to be submitted.

8. Submit required forms and track the status.

20.5 Completion of Structural Works

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

[Site inspection](#)
[Technical clearance](#)
[Certificate of Supervision and As-Built](#)
[Completion of Structural works](#)

⚠ **There are approved structural plan(s) not tied to permit**

Please ensure that all structural plan(s) are tied to an approved permit and the necessary clearances is obtained before applying for a TOP/CSC clearance.

[View approved plan\(s\) not tied to permit](#)

APPROVED PERMIT(S)	RELATED STRUCTURAL PLAN(S)	C-FORM(S) STATUS	ACTIONS
Structural plan and permit application ES20230922-50016-BC01R00	• ES20230922-50016-BC01R00 (Structural plan and permit application)	Not submitted	Manage structural plans View permit

1-1 of 1 results

- Go to the “Submission Workspace” and click on “View TOP/CSC requirements” under the submission milestone.
- Click on the “Completion of Structural works” tab. This feature allows tracking of approved permits and structural plans, and if the required C-forms have been submitted.

Note: The C-forms can be applied through “Technical Clearances” to BCA under “Completion of structural works”.

- A yellow banner may indicate an outstanding approved structural plan not linked to permits.
- Click 'View Approved Plan not tied to Permit' to view the required next steps.

View TOP/CSC requirements

Please ensure that the below clearances are obtained before applying for a TOP or CSC with BCA.

Site inspection

Technical clearance

Certificate of Supervision and As-Built

Completion of Structural works

⚠

There are approved structural plan(s) not tied to permit

Please ensure that all structural plan(s) are tied to an approved permit and the necessary clearances is obtained before applying for a TOP/CSC clearance.

View approved plan(s) not tied to permit

APPROVED PERMIT(S)	RELATED STRUCTURAL PLAN(S)	C-FORM(S) STATUS	ACTIONS
<div> <div>▼</div> <div>Structural plan and permit application</div> <div>ES20230922-50016-BC01R00</div> </div>	<div> <div>•</div> <div>ES20230922-50016-BC01R00 (Structural plan and permit application)</div> </div>	<div>Not submitted</div>	<div>Manage structural plans</div> <div>View permit</div>

1-1 of 1 results

5. To rectify the above issue, click on “Manage structural plans”.

Note: Only the supervising Qualified Person (QP) can edit this section.

6. The supervising QP will need add the necessary plans to the permit.

7. The supervising QP is to ensure the permit is linked to the relevant plans, before clicking on “save”.

8. After clicking on “save”, the yellow banner should disappear if the error is resolved. This means that all approved permits have been linked to the relevant plans.

9. You can review permit status or download relevant documents, which are categorised under “Technical Clearances”.

20.6 Apply for final TOP / CSC

Select submission

Only applicable submissions will be made available for selection

Submission category

TOP/CSC

Waiver/non-compliance

Independent submission (to individual agencies)

Pre-submission consultation

Technical clearances (certificate of supervision etc.)

TOP/CSC

Cancel

Next

1. Before submitting for final TOP / CSC, do ensure that all technical clearances have been obtained.

Tip: Regularly check the status of the technical clearances by clicking on “View TOP/CSC requirements”.
2. To submit for final TOP/CSC, go to the submission workspace and click “Create Submission”.
3. Select “TOP/CSC” under the “Submission category”.
4. Click “Next”.

21. Accessing Approved Plans

My projects > ... > Submission workspace > View submission timeline

View submission timeline

Last updated on 9:48am, 20 March 2024

✓ **Amendment cleared**
20 March 2024

The regulatory agencies have cleared the submission. Please proceed to apply for the applicable submission(s) under other clearances/completion.

[View approved submission](#)

Plan application (Design gateway)

Applicable sections	<ul style="list-style-type: none"> External greenery (NPARKS) Internal greenery (NPARKS) Planning parameters (URA) Rails (LTA) Layout plans (LTA) Drainage (PUB) Sewerage and sanitary (PUB) Environmental health (NEA)
Submission status	Clearance
Clearance	View responses

Submission submitted to regulatory agencies
20 March 2024

ES20240319- -DG02R00

✓ Amendment pending payment
20 March 2024

✓ Pending declaration by appointed project party(s)
20 March 2024

✓ Amendment created
20 March 2024

SUBMISSION
Plan application (Design Gateway)

SUBMISSION STAGE
Amendment

STATUS
Clearance

[What is submission status?](#)

E-SUBMISSION NO.
ES20240319- -DG02R00

[View all members](#)

Actions

[View responses](#)

[View submission activity](#)

[Apply for amendment](#)

- When a submission is cleared, its status will be reflected as "Clearance".
- Click on "View approved submission" to download the approved plans.
- Click on "View responses" to download agencies responses.

After clicking on “View approved submission”:

Plans

Plans reflected here are provided by the appointed project parties for the applicable sections when section is ready for review.

Drawings and models

Coordinated BIM

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Architectural model, Civil and Structural model... CX-MEP_ELECTRICAL SYSTEM.rvt (12.64 MB)			Download

Planning parameters

FILE TYPE/NAME	UPLOADED ON	APPOINTED PROJECT PARTY	ACTIONS
Proposal plan(s) (if applicable), Sketch plan(s) ... 123.txt (3 B)			Download

Greenery provision

4. Click “Download” to download the respective approved drawings and models.

After clicking on “View responses”:

View responses

Manage responses from regulatory agencies

Agencies' responses

Acknowledgement Written Direction Clearance Not approved

RESPONSE	SUBMISSION TYPE	AGENCY	ISSUED ON	ACTIONS
Clearance	Resubmission ES20240319--DG01R01	PUB, NEA, LTA, NParks		Download
Clearance	Amendment ES20240319--DG02R00	NParks, NEA, LTA, PUB		Download

1-2 of 2 results

Building and Construction Authority
An MND Statutory Board

CK ES Number: [REDACTED] Building Engineering Group
Tel: [REDACTED]
Email: [REDACTED]

DEVELOPER: [REDACTED] QUALIFIED PERSON: [REDACTED]

Dear Sir/Madam

BUILDING CONTROL ACT
[Section 5/Section 5A]
NOTICE OF APPROVAL
(Regulation 14(1) of the Building Control Regulations 2003)

PROJECT REFERENCE NUMBER: [REDACTED]
PROJECT TITLE: [REDACTED]


1 The above structural plans are hereby approved subject to the provisions of the Building Control Act (Cap. 29) and Building Control Regulations, and the following term and condition of approval.

a) there is a valid planning permission.

2 If Household and/or Storey Shelter structural plans ("Shelter Plans") were submitted together with the above structural plans, please note that the approval granted pursuant to this Notice of Approval shall also be an approval of such Shelter Plans. Should there be any amendments to the approved Shelter Plans which materially affect the structural elements of the shelter, the qualified person is required to submit the amended Shelter Plans for our approval before construction.










3 Please note that you are required, under section 6 of the Building Control Act, to apply for and obtain the permit to commence work before carrying out structural works. If a permit has already been issued for this project, there is no need to apply for the permit again as long as the parties to the permit (i.e. the developer, the qualified persons and the builder) remain the same.


52 Jurong Gateway Road #11-01 Singapore 608550
Tel: 1800 3425 222 | Email: bca_enquiry@bca.gov.sg
www1.bca.gov.sg

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Building And Construction Authority
23 Aug 24, 04:11 PM SGT














List of Approved Plans (BCA)

REFERENCE NO.: [REDACTED]
E: [REDACTED]

sign		
Drawing2 Proposal plan(s) 	Drawing3 Proposal plan(s) 	Drawing4 Proposal plan(s) 
sign		
Drawing5 Proposal plan(s) 	Drawing6 Proposal plan(s) 	Drawing7 Proposal plan(s) 
Drawing9 Proposal plan(s) 		
Drawing11 Proposal plan(s) 	Drawing12 Proposal plan(s) 	

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5. This is a sample clearance letter with "List of Approved Plans" and the corresponding checksum for each Approved Plan.

List of Approved Plans (BCA)			
PROJECT REFERENCE NO.: 			
PROJECT TITLE: 			
...			
Building Design			
Drawing1 Proposal plan(s)	Drawing2 Proposal plan(s)	Drawing3 Proposal plan(s)	Drawing4 Proposal plan(s)
			
Structural Design			
Drawing4 Proposal plan(s)	Drawing5 Proposal plan(s)	Drawing6 Proposal plan(s)	Drawing7 Proposal plan(s)
			
Drawing8 Proposal plan(s)	Drawing9 Proposal plan(s)		
			
Buildability			
Drawing10 Proposal plan(s)	Drawing11 Proposal plan(s)	Drawing12 Proposal plan(s)	
			

Checksum of file
embedded in QR
code

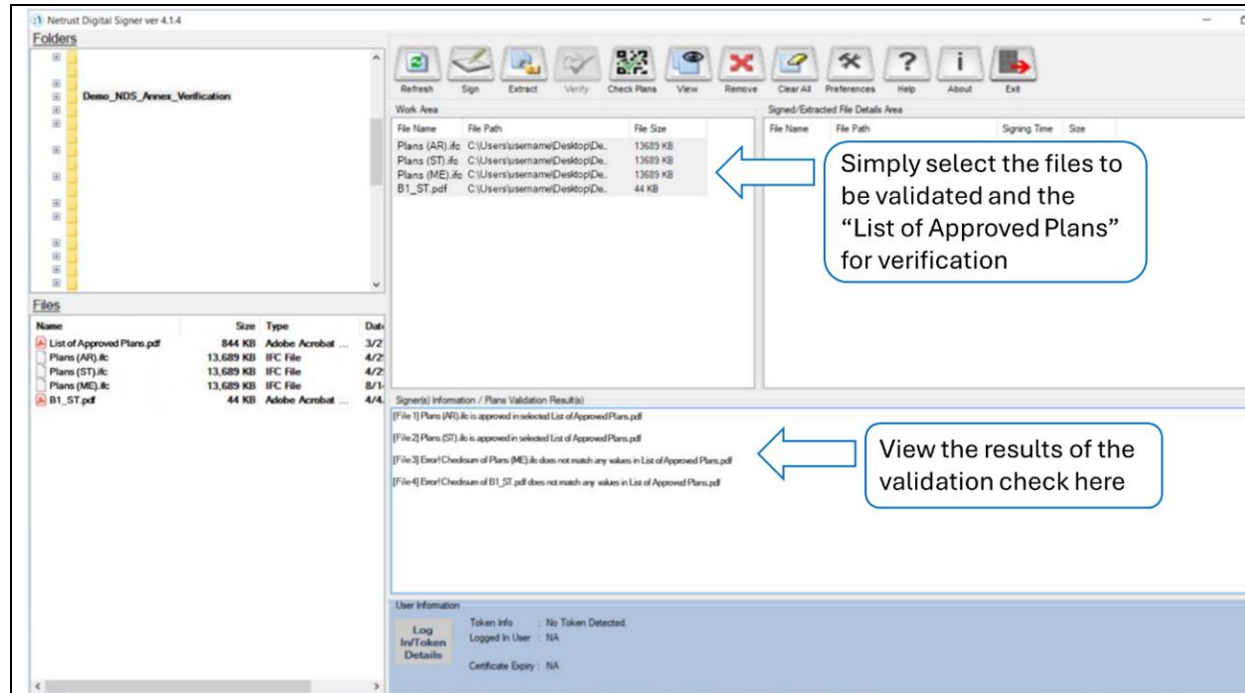
Checksum (digital ID) of file:

09f0ca9916116e3a2391bc40164a7368c79ed5d91bd03b317482bd851bf0a6a6

6. The checksum is an alphanumeric value that uniquely represents the contents of the file. It is embedded in the QR code.
7. Refer to [Section 21.1](#) for the steps to verify if a file is the approved plan using checksum.

21.1 Verifying approved plans using checksum

To verify if a file is the Approval Plan, you can compare the checksum of the file with the checksum listed in the "List of Approved Plans".



Option 1: Verification with Netrust Digital Signer (NDS)

1. The latest version of NDS has the capability to perform validation of files with a List of Approved Plans.
2. Please download the [latest version of NDS \(ZIP folder\)](#) and refer to the [User Guide for Checksum Validation of Approved Plans using NDS](#).

<There is no image here>

Option 2: Verification without Netrust Digital Signer (NDS)

3. Scan the QR code in the approval letter using any QR code reader to obtain the SHA256 checksum of the approved plan.

	<ol style="list-style-type: none">4. Obtain the SHA256 checksum of the file you wish to verify. There are many ways to obtain the SHA256 checksum of the file (e.g. online tool https://emn178.github.io/online-tools/sha256_checksum.html).5. Compare the checksums from (a) and (b). The checksums will be the same if the file is the Approved Plan.
--	---

Building and Construction Authority
An MND Statutory Board

CX ES Number: [REDACTED] Building Engineering Group
Tel: [REDACTED]
Email: [REDACTED]

DEVELOPER: [REDACTED] QUALIFIED PERSON: [REDACTED]

Dear Sir/Madam

BUILDING CONTROL ACT
(Section 5/Section 5A)
NOTICE OF APPROVAL
(Regulation 14(1) of the Building Control Regulations 2003)

PROJECT REFERENCE NUMBER: [REDACTED]
PROJECT TITLE: [REDACTED]


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List of Approved Plans (BCA)

REFERENCE NO.: [REDACTED]
E: [REDACTED]

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sign		
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6. This is a sample clearance letter with "List of Approved Plans" and the corresponding checksum for each Approved Plan.